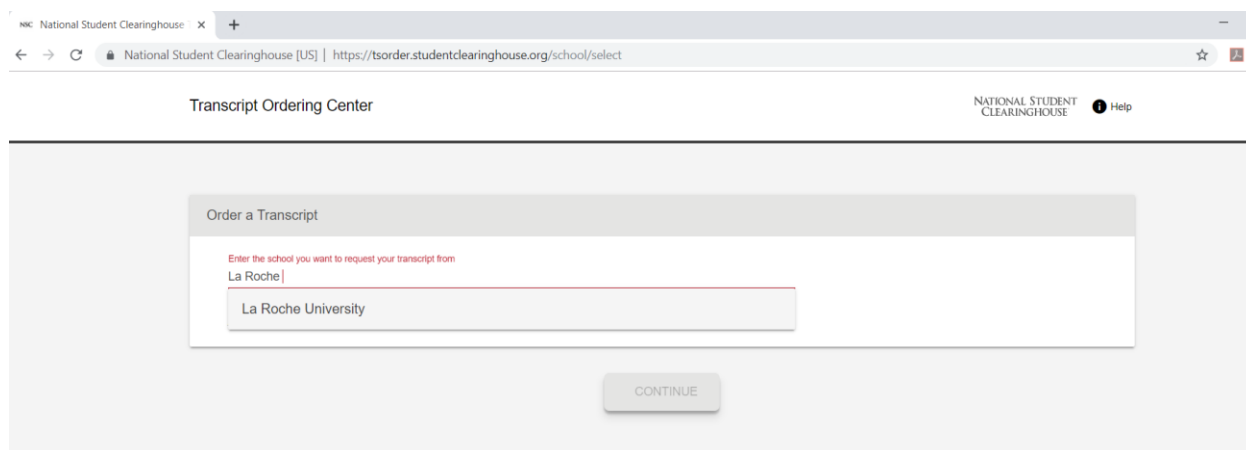
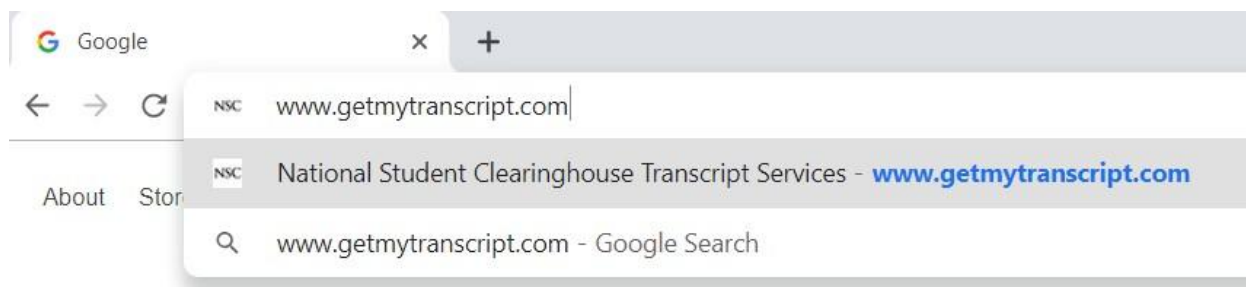


## ORDERING A TRANSCRIPT TO TRANSFER SCHOLAR CREDITS

La Roche University's Registrar's Office uses the National Student Clearinghouse for all academic transcript orders/requests. Go to [www.getmytranscript.com](http://www.getmytranscript.com) to place an order to transfer Scholar Program credits to another college/university.



National Student Clearinghouse X +

National Student Clearinghouse [US] | <https://tsorder.studentclearinghouse.org/school/welcome> ☆

### School Notifications

Welcome to La Roche University Transcript Ordering Center.

Our transcript ordering is handled through the National Student Clearinghouse.

**Please note that all financial obligations to the University must be resolved before your transcript will be released. You will receive email notification should outstanding financial obligations prevent the release of your transcript.**

**Transcript requests are processed within 3 to 5 business days; however, additional time may be required for processing at the beginning or end of each semester.**

**Do you have documents to include with your official transcript?**

Indicate any necessary attachments in the Special Instructions box contained in the Delivery Options section of the ordering process. At this time you can upload your attachment documents. We accept .pdf, .doc or .jpeg files. If you upload any other document with your transcript request we will NOT send it along with your order.

### Clearinghouse Notifications

Payment will be accepted, if a cost is involved, with any major credit or debit card. Your credit or debit card is not charged until your school sends your transcript(s). However, if you use a debit card, your bank may put a hold on your funds when we pre-authorize your payment. If you have questions on the pre-authorization, please contact your bank.

[ORDER TRANSCRIPT\(S\) >](#)

[View Transcript Order Status](#)



National Student Clearinghouse - Nat X +

National Student Clearinghouse [US] | <https://tsorder.studentclearinghouse.org/requestor/identification> ☆

1 Enter Personal Information — 2 Select Transcript and Delivery Details — 3 Confirm Order and Checkout

### Enter Personal Information

Personal Information All fields required, unless otherwise indicated

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Last Name \_\_\_\_\_  
(Optional)

Date of Birth \_\_\_\_\_ Has your name changed since attending school? YES NO  
MM/DD/YYYY

Student Identification Information One of the following is required

Student ID \_\_\_\_\_ Confirm Student ID \_\_\_\_\_  
Dashes are not allowed Dashes are not allowed  
OR

Social Security Number \_\_\_\_\_ Confirm Social Security Number \_\_\_\_\_  
xxx-xx-xxxx xxx-xx-xxxx

Are you currently enrolled at La Roche University? YES NO

[CANCEL ORDER](#) [CONTINUE](#)



NSC: Enter Personal Information - National Student Clearinghouse [US] | <https://tsorder.studentclearinghouse.org/requestor/address>

1 Enter Personal Information 2 Select Transcript and Delivery Details 3 Confirm Order and Checkout

### Enter Personal Information

Contact Information All fields required, unless otherwise indicated

Address 1  
Street number and name or PO Box

Address 2  
Building, campus box, floor, apt. suite (Optional)

City State/Territory/APO

Zip/Postal Code Country  
United States

Email Confirm Email

Phone Number  
(000) 000-0000

To receive NSC Msg updates to this phone number, you must Opt-In by selecting 'YES' below. You may receive up to 5 transcript text status updates for each recipient order. Message and data rates may apply. If text messaging is requested, you will receive an Opt-In confirmation message. For help text HELP. To cease messages, text STOP. Texting STOP will stop all text messages to the Opted-In mobile phone number for all existing transcript orders. Do you agree to Opt-in? [Terms of Use and Privacy Policy](#)

YES NO

Allow the school to use this information to update their records? YES NO

CANCEL ORDER CONTINUE



NSC: Select Transcript and Delivery Details - National Student Clearinghouse [US] | <https://tsorder.studentclearinghouse.org/recipient/select>

1 Enter Personal Information 2 Select Transcript and Delivery Details 3 Confirm Order and Checkout

### Select Transcript and Delivery Details

Recipient All fields required, unless otherwise indicated

According to the Family Educational Rights and Privacy Act (FERPA), in certain instances, schools must obtain the student's permission in order to release information from his or her educational records. The type of consent form that is required is determined by recipient type.

Who are you sending your transcript to?  
College or University

Country State/Territory/APO  
United States Pennsylvania

Enter the school you are sending your transcript to

CANCEL ORDER CONTINUE



nk: Select Transcript and Delivery Details x

← → ↻ National Student Clearinghouse [US] | https://tsorder.studentclearinghouse.org/recipient/delivery-method 🔍 ☆

1 Enter Personal Information

2 Select Transcript and Delivery Details

3 Confirm Order and Checkout

### Select Transcript and Delivery Details

Recipient: PENN STATE UNIVERSITY

Processing Details All fields required, unless otherwise indicated

Which transcript do you want sent?

Why are you ordering your transcript?

Delivery Information

How do you want your transcript sent?

Enter other required instructions only (Optional)

Upload Attachment (optional)

Do you want to send additional documents with your transcript?

ADD FILE + 1

← PREVIOUS

CANCEL ORDER

CONTINUE



nk: Select Transcript and Delivery Details x

← → ↻ National Student Clearinghouse [US] | https://tsorder.studentclearinghouse.org/recipient/delivery-method 🔍 ☆

1 Enter Personal Information

2 Select Transcript and Delivery Details

3 Confirm Order and Checkout

### Select Transcript and Delivery Details

Recipient: PENN STATE UNIVERSITY

Processing Details All fields required, unless otherwise indicated

Which transcript do you want sent?  
After Grades Are Posted

NOTE: Your transcript will be sent after you complete the term in which you indicate below you are currently enrolled in and your grades have been posted.

Will Be Posted:

Term (Optional)	Year 2020
Why are you ordering your transcript? Transfer	YYYY (Optional)

Delivery Information

How do you want your transcript sent?  
Mail

How many copies do you want?  
1 copy

Enter other required instructions only (Optional)

School's Terms and Conditions:  
Transcript will be mailed to recipient via regular 1st-class US mail within 3-5 business days of order.

I have read and accept my school's terms and conditions for the delivery method of Mail? YES NO  
Acceptance to the Terms and Conditions is required.

Upload Attachment (optional)

Do you want to send additional documents with your transcript?

ADD FILE + ⓘ

Fee Summary

Transcript Quantity Fee	
Total Fee for this Recipient	

< PREVIOUS

CANCEL ORDER

CONTINUE >



Provide Delivery Information - N: x +

National Student Clearinghouse [US] | https://tsorder.studentclearinghouse.org/recipient/address

Provide Delivery Information  
Recipient: PENN STATE UNIVERSITY

Recipient Delivery Information All fields required, unless otherwise indicated

Name of Recipient  
PENN STATE UNIVERSITY

Attention  
[Admissions Counselor name] or Registrar  
(Optional)

Recipient Country  
United States

Address 1  
[Receiving college/university address]  
Street number and name or PO Box

Address 2  
Building, campus box, floor, apt. suite (Optional)

City State/Territory/APO

Zip/Postal Code

Phone Number  
(XXX) XXX-XXXX (Optional)

< PREVIOUS

CANCEL

ADD TO CART

Checkout - National Student Clearinghouse [US] | <https://tsorder.studentclearinghouse.org/order/review>

1 Enter Personal Information — 2 Select Transcript and Delivery Details — 3 Confirm Order and Checkout

### Checkout

Pending Order Details

ADD RECIPIENT +

[Edit](#) [Remove](#)

**Recipient:** PENN STATE UNIVERSITY  
**Attention:** [ADMISSIONS COUNSELOR NAME] OR REGISTRAR  
**Recipient Address:**  
112 SHIELDS BLDG  
UNIVERSITY PARK, PA 16802-1201

**Total Fee for this Recipient:**

**Processing Option:** After Grades Are Posted  
**Delivery Method:** Mail ☒  
**Quantity:** 1 copy  
**Transcript Quantity Fee:**

Total Fee for Order:

[CANCEL ORDER](#) [CHECKOUT >](#)



Checkout - National Student Clearinghouse [US] | <https://tsorder.studentclearinghouse.org/order/consent>

1 Enter Personal Information — 2 Select Transcript and Delivery Details — 3 Confirm Order and Checkout

### Checkout

Sign Consent Form All fields required, unless otherwise indicated

A signed consent form is required to release your transcript. If we do not receive your consent form within 30 calendar days from the date you submit your request, your order will be canceled, and you will not be charged.

Requestor: SDS DSDS  
Order Number: 40670118  
Transcript Recipient(s)  
PENN STATE UNIVERSITY

### Electronic Consent Form

The fastest way to submit your consent form is electronically. Use your finger or mouse to draw your signature in the box. After you submit your signature, you may download a signed copy of the consent form for your records prior to providing payment in the next step.

Need Help Signing? [?](#)

Sign Here

Sign Here

Signature Date:

By submitting this signature, I, SDS DSDS, certify that I am the above-named student and my electronic signature provided on this form is authentic and has the same validity and legally binding effect as signing this consent form by my hand in ink.

[CLEAR SIGNATURE](#) [ACCEPT SIGNATURE](#)

### Printable Consent Form

If you would prefer to provide a signed paper copy, you may [download a copy of the consent form](#) and either mail a copy to National Student Clearinghouse or provide a scanned copy in an e-mail attachment. Your order will be canceled if a consent form is not received within 30 days.

[CANCEL ORDER](#) [CONTINUE](#)







Checkout - National Student Clearinghouse [US] | <https://tsorder.studentclearinghouse.org/order/payment>

1 Enter Personal Information 2 Select Transcript and Delivery Details 3 Confirm Order and Checkout

### Checkout

Payment Details All fields required, unless otherwise indicated

Accepted Credit Cards:

Cardholder Name \_\_\_\_\_ Card Number \_\_\_\_\_ Security Code \_\_\_\_\_

Expiration Date  
Month \_\_\_\_\_ Year \_\_\_\_\_

Do you want to use your contact address as your billing address?

Address 1  
Street number and name or PO Box \_\_\_\_\_

Address 2  
Building, campus box, floor, apt. suite (Optional) \_\_\_\_\_

City \_\_\_\_\_ State/Territory/APO \_\_\_\_\_

Zip/Postal Code \_\_\_\_\_ Country \_\_\_\_\_  
United States

Selecting 'Submit Order' will transmit your payment information to [First Data Corp.](#), a third party payment processing provider. First Data will only share your name, address, or e-mail address with National Student Clearinghouse.

Total Fees for Order: \$7.50

NATIONAL STUDENT CLEARINGHOUSE

Enter payment information and submit order. Orders may be tracked through their website with the order number and student ID number used as a password.

All questions regarding this process or a transcript order should be directed to the La Roche University Registrar's Office at [registrar@laroche.edu](mailto:registrar@laroche.edu) or 412.536.1080.