

Anytime you have any questions on ordering transcripts
Contact Sydney Donaldson at 406-247-3015 or email Sydney.Donaldson@msubillings.edu

How do I order my transcripts for my Dual Enrollment Classes?

- 1) Start by going to the Transcript Request site on the MSUB website:
<https://www.msubillings.edu/reg/transcripts.htm>
- 2) There are two options on the site that will be the easiest for you to use.

Option One: Ordering transcripts to be sent electronically through the National Student Clearing House:

Transcript Ordering Online

MSU Billings has authorized the National Student Clearinghouse® to provide transcript ordering via the Web. You can order transcripts using any major credit card. Your card will only be charged after your order has been completed.

To order official transcripts online:

- You must have a valid credit card or debit card
- You must have an active email address
- You must have cookies enabled on your browser
- You should have your MSU Billings Student ID Number or Social Security Number readily available

NOTE: Before ordering you will need your MSUB Student ID #. Contact Sydney Donaldson for that if you do not already have it

You may order transcripts online by going directly to the National Student Clearinghouse at www.mystudentcenter.org

- If you order a transcript directly through the National Student Clearinghouse, you will need to submit a faxed or electronic signature to the Clearinghouse before your request can be processed.

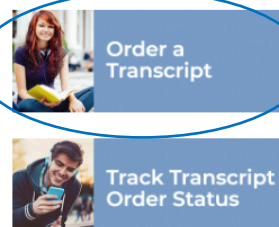
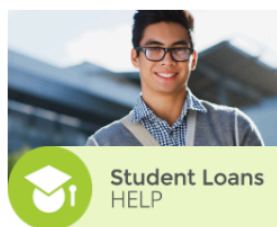
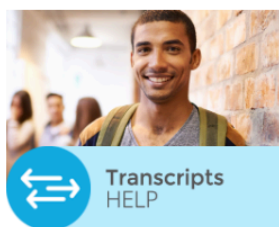
The site will walk you through placing your order, including delivery options and fees. You can order as many transcripts as you like in a single session. A \$2.25 processing fee will be charged per request in addition to the transcript fee.

Order updates will be emailed to you. You can also check order status or history online.

For help with the Clearinghouse's transcript ordering service, visit: www.mystudentcenter.org

- Go the clearing house website (circled above), click on “Order a transcript”

Find the help you need quickly and easily with our online resources.



- You'll be brought to a page where you will need search, type “Montana State University – Billings”, select and hit “Continue”

Order a Transcript

Enter the school you want to request your transcript from
Montana State University-Billings

Montana State University-Billings



CONTINUE >

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- You'll be brought to a page that will make you acknowledge that you will not be charge for the transcripts until MSUB sends them out, to move forward click "Order Transcripts"

- This will be where you'll enter your personal information, be sure to enter your Student ID number without the dash in front, or you can use your Social Security Number.

Transcript Ordering Center

 [Help](#)  0

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
(Optional)

Last Name

Date of Birth
MM/DD/YYYY

Has your name changed since attending school?

YES

NO

Student Identification Information One of the following is required

Student ID
Dashes are not allowed
OR

Confirm Student ID
Dashes are not allowed

Social Security Number
XXX-XX-XXXX

Confirm Social Security Number
XXX-XX-XXXX

Are you currently enrolled at Montana State University-Billings?

YES

NO

CANCEL ORDER

CONTINUE

- Continue on and enter your personal information. After that you'll be prompted to select which school or affiliation you would like to send your transcripts to. If you cannot find the university you want to send your transcripts to, it could be possible that they don't accept electronic transcripts. Contact that school's admissions office for more information.

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Option 2: Come to campus! If you live near either campus, MSUB or City College, you can always come visit our admission offices to get an official transcript either printed off for you or mailed directly to any school:

Transcript Ordering in Person

Transcript requests will be processed in the Admissions and Records Office (McMullen Hall 1st floor University Campus) upon presentation of a valid photo ID, completed request form and necessary payment. This service is available during regular business hours Monday through Friday.

[Get Printable Transcript Form Here](#) (requires Adobe Acrobat Reader)

Faxed Transcripts: Transcripts may be faxed to your specified location, but are usually considered unofficial unless faxed to a college or university in Montana. We recommend you check with the receiving institution before requesting this service. There is an additional \$10.00 fee for faxed transcripts.

Holds: If there is a hold on your Montana State University Billings account (please note, we share holds with Great Falls, Havre, and Bozeman), your transcript request cannot be processed until the hold is released.

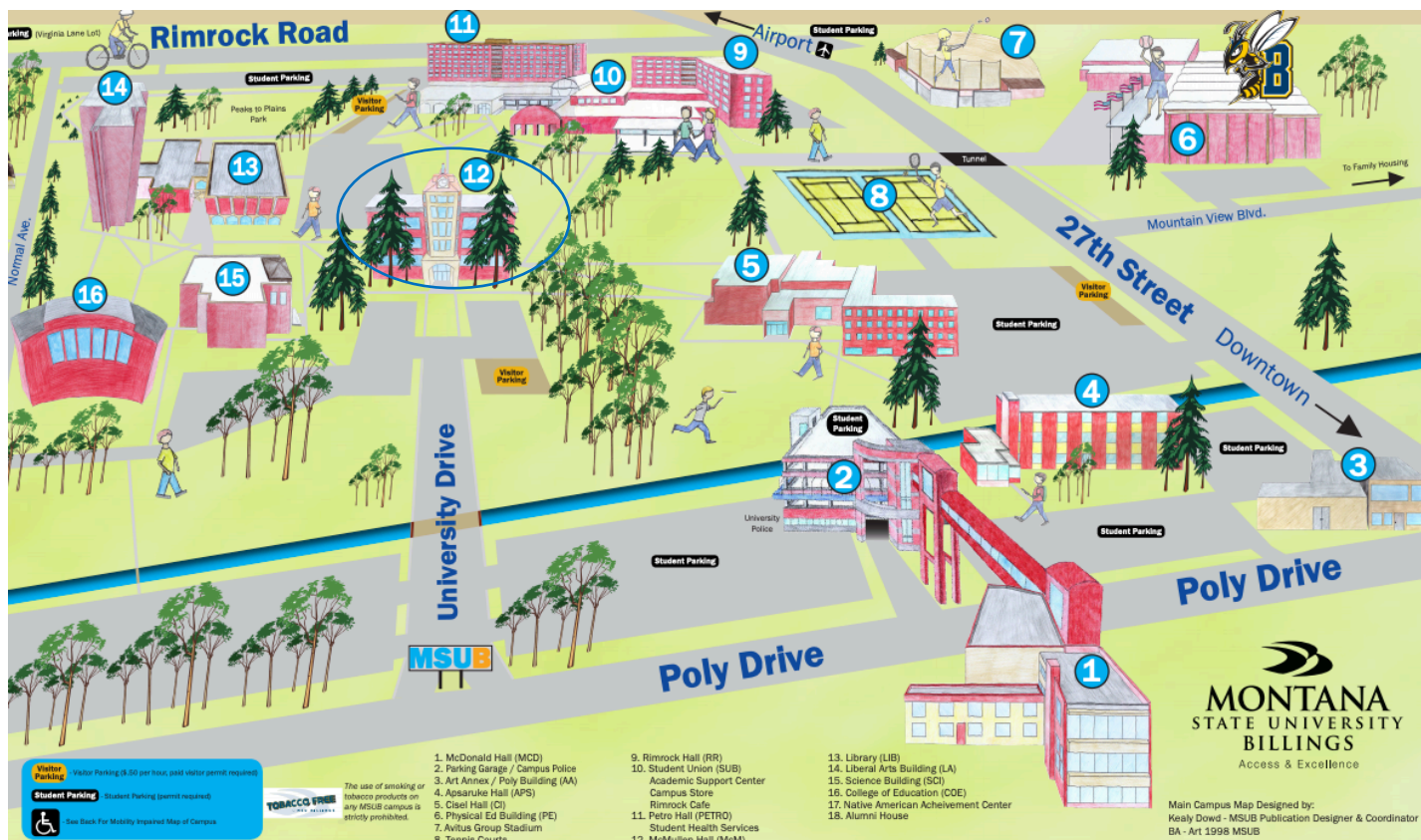
This office accepts requests via standard mail, ordered online through the Clearinghouse, or submitted in person. Email, Phone or Fax Requests cannot be accepted.

For additional assistance, please contact Admissions and Records/Registrar at 406-657-2158.

There will be copies of this form in each admissions office, no need to print off beforehand. Here are the two locations you can go to get transcripts ordered:

BE SURE TO HAVE A PHOTO ID WITH YOU WHEN YOU COME TO CAMPUS

- 1) University Campus – 1500 University Drive. Go to McMullen Hall 1st floor



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- 2) City College Campus – 3803 Central Avenue (right next door to the Career Center). Tech Building, go to the Jacket Student Central office

City College

