

SKIDMORE COLLEGE

Current Students Ordering an Official Transcript (How-to)

1. Log In

2. Official Transcript Request

Official Transcript Request

3. Initiate Official Transcript Order

Order a Transcript

4. Read Instructions

ORDER TRANSCRIPT(S)

5. Enter Personal Information

A. MUST BE your LEGAL FIRST and LAST NAME

7. Transcript and Delivery Details Processing Details and Delivery Information

When do you want your transcripts processed, do you want your transcript

Current Transcript- Process As Is

. How

Continue

8. Recipient Delivery Information

to College or University

Not In List

Add to Cart

Provide Delivery Information
Recipient: SKIDMORE COLLEGE

Recipient Delivery Information All fields required, unless otherwise indicated

Recipient
SKIDMORE COLLEGE

Recipient Email Address
OCSE@skidmore.edu

Confirm Recipient Email Address
OCSE@skidmore.edu

< PREVIOUS CANCEL ADD TO CART >

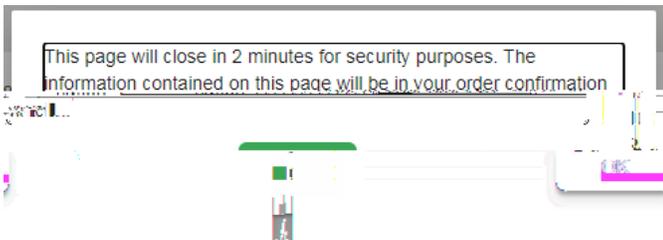
9. Pending Order Details

ADD RECIPIENT

CHECKOUT

10. Pop-up message box

OK



Note: Once your request has been submitted you will receive one email, a survey/order confirmation and a link to track the progress of your request. Once the transcript has processed, you will receive an email that the transcript was sent and then another email when the recipient retrieves the transcript from Clearinghouse.