

Babson College - How to Order a Transcript (Paper or Electronic)

1. Click [here](#) and select Babson College



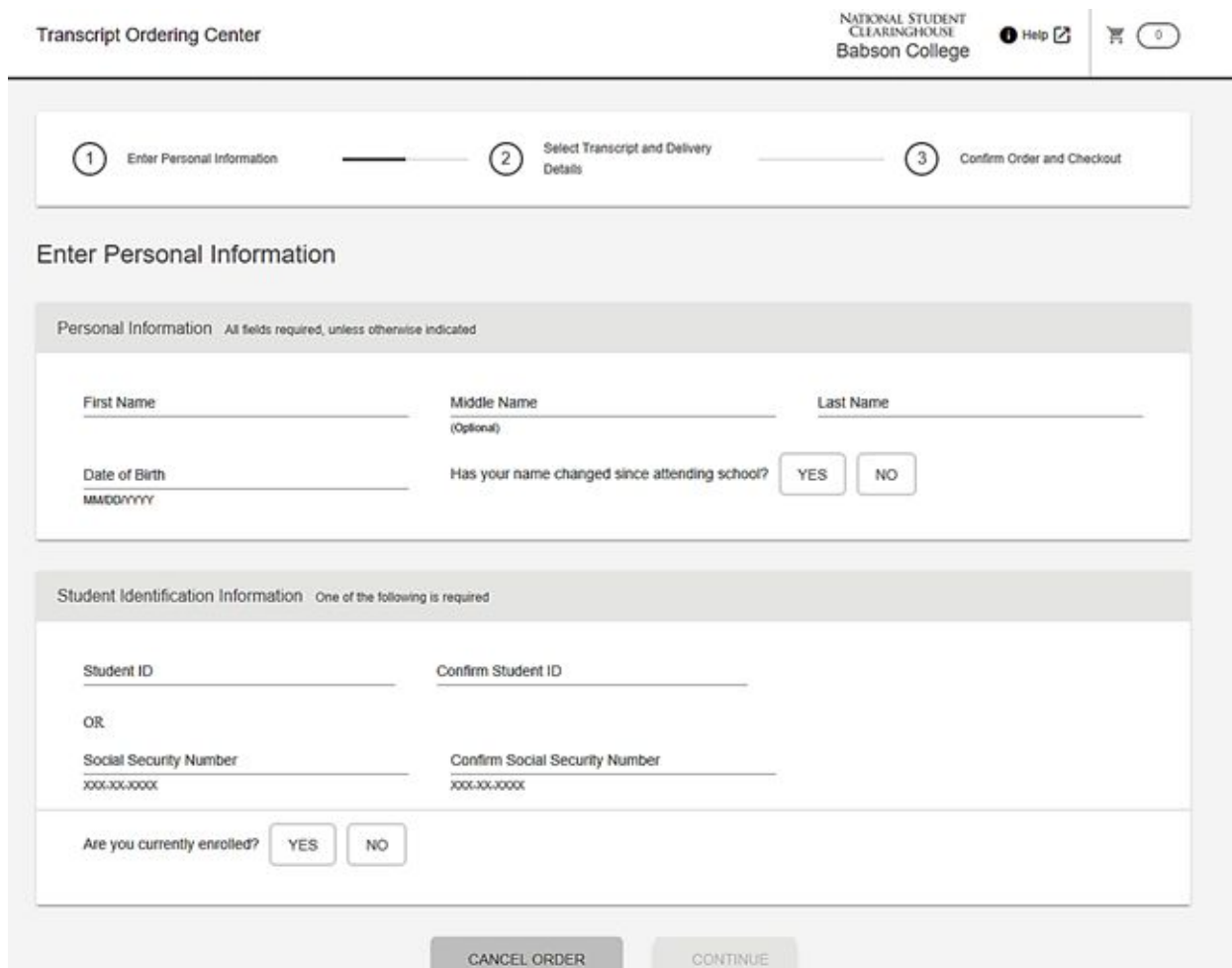
Order a Transcript

Enter the school you want to request your transcript from

[Advanced Keyword Search](#)

CONTINUE

2. Fill in all of the required fields on the personal information page and then click "Continue". **You must enter either your student ID number or your Social Security number.** Current students - view your Student ID on your bill on the Babson Hub. If you no longer remember your student ID number and do not want to use your Social Security number, please contact the Registrar's Office.



Transcript Ordering Center

NATIONAL STUDENT CLEARINGHOUSE
Babson College

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

Confirm Student ID

OR

Social Security Number xxx-xx-xxxx

Confirm Social Security Number xxx-xx-xxxx

Are you currently enrolled? YES NO

CANCEL ORDER

CONTINUE

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3. **INFORMATION NOT CONFIRMED:** If your information cannot be confirmed, a “Your School Was Unable to Find Your Record” message will be presented. Please review your information to be sure you did not make a mistake. You can select “No” if all information is correct and then click “Continue”. If you need to edit your information, select “Yes” and make any changes and then click continue. **Students who graduated before 1990 should contact the Babson Registrar’s Office to request a transcript.**

⚠ Your School Was Unable to Find Your Record

We are having trouble locating your student records with the personal information provided. Your request may require further research by your school with the information entered above. Please reconfirm the information entered.

Do you want to edit the personal information you entered above?

INFORMATION CONFIRMED WITH HOLD ON ACCOUNT: If your information is confirmed and a hold(s) is noted on your record then you will see the below message. If you would like to proceed, select “Yes” next to the box that reads “Do you understand your hold(s) must be cleared before your transcript order will be processed?” and select “Continue” to go to the next step. **Your request will not be processed until you clear the hold. Follow the instructions on the screen to clear the hold with the specific office who placed the hold.**

⚠ Hold(s) Identified

Acct Hold
We're sorry, due to an Accounting Hold on your account, we cannot release your transcript. Please contact Student Financial Services at [781-239-4219](tel:781-239-4219) or email sfs@babson.edu to resolve this issue. If you resolve this issue within thirty days, your transcript will be sent out. Any resolution after 30 days, you will need to complete a new transcript request.

Do you understand your hold(s) must be cleared before your transcript order will be processed?

Acceptance is required.

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INFORMATION CONFIRMED WITH NO HOLD: If your information is confirmed and there is no hold on your account, you will see this screen. Please answer the questions and select “Continue”.

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

0000 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

CANCEL ORDER

CONTINUE

4. Select the appropriate recipient type and any additional information. Then select “Continue”.

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?

Myself

CANCEL ORDER

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5. Select which transcript you would like to send and how you would like it sent.

Note: On this screen you will have the option to hold processing until “After Degree Is Awarded” or “After Grades Are Posted” if you are a current student. **If you choose one of these options, your transcript will not be sent to the recipient until you have graduated or grades have been submitted for the selected semester.**

Select Transcript and Delivery Details

Recipient: ¹

Processing Details

All fields required, unless otherwise indicated

Which transcript do you want sent?

Current transcript

What type of transcript do you want?

Delivery Information

How do you want your transcript sent?

6. Depending on the delivery option you choose, you will see the cost associated. You must read and accept the terms and conditions. Then select “Continue”.

Delivery Information

How do you want your transcript sent?

Electronic - \$1.00

How many copies do you want?

1 copy = \$4.75

School's Terms and Conditions:

Shortly after your request is processed by your school, your transcript recipient will be emailed a link to a secure Internet page where he or she can retrieve your official transcript. Upon that email notification, your credit card will be charged. The National Student Clearinghouse will guarantee that your recipient is notified that your transcript is ready for retrieval at the email address you provided when you placed the order; however, we cannot be responsible for whether or not your recipient retrieves or accepts the transcript. Because this is a new technology, we suggest that you contact your recipient and verify that he or she is willing to accept your transcript via this delivery method. The accuracy and correctness of the electronic transcript is solely the responsibility of your school.

I have read and accept my school's terms and conditions for the delivery method of Electronic?

Acceptance to the Terms and Conditions is required.

YES

NO

Fee Summary

Transcript Quantity Fee	\$4.75
Secure Electronic PDF Fee	\$1.00
Online Processing Fee	\$2.25
Total Fee for this Recipient	\$8.00

< PREVIOUS

CANCEL ORDER

CONTINUE

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7. On the “Recipient Delivery” page, fill in all of the required fields. **This page will look different depending on how your transcript is being sent and who the recipient is.** Select “Add to Cart”.

Provide Delivery Information

Recipient:

Recipient Delivery Information All fields required, unless otherwise indicated

Name of Recipient

Attention
Jane Doe

(Optional)

Recipient Country
United States

Address 1
BABSON COLLEGE REGISTRAR'S OFF

Street number and name or PO Box

Address 2
231 FOREST STREET

Building, campus box, floor, apt, suite (Optional)

City
BABSON PARK

State/Territory/APO
Massachusetts

Zip/Postal Code
02457

Phone Number
(781) 239-4519

(000) XXX-XXXX (Optional)

< PREVIOUS CANCEL ADD TO CART >

8. Recipient addresses for mail orders within the United States are validated against the United States Postal Services' database. The system may provide a suggested address, formatted to the United States Postal Service standards or display a message that the entered address is invalid. **Perfectly formatted US addresses will skip this page.**

- If the address is returned as not found in the United States Postal Service database, the system will display a possible reason. You can then select “Use Entered Address” and continue with the order or correct the address by selecting “Edit Address.”
- If you opt to move forward with an invalid address, **please confirm it is accurate with the recipient before continuing.** You will be required to read and select the acknowledgement checkbox that states your order may not be deliverable.

⚠ Address Verification - Acknowledge Invalid Address

The entered address could not be found in the US Postal Service database. By selecting “Yes”, you are acknowledging that your order may not be deliverable. It is your responsibility to provide an accurate address. Do you want to continue with this address?

YES NO

< PREVIOUS CANCEL ADD TO CART

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9. The next screen will show your recipient(s). You can do the following:

- Add recipients by selecting the “Add Recipient” button in the recipient
- Edit a recipient by selecting “Edit”
- Remove a recipient by selecting “Remove”

After reviewing the information, select “Checkout”.

Pending Order Details

ADD RECIPIENT +

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

Recipient: BABSON COLLEGE
Email: [\[Redacted\]](#)

Total Fee for this Recipient: \$8.00

Processing Option: Current transcript
Delivery Method: Electronic [\[Info\]](#)
Quantity: 1 copy
Transcript Quantity Fee: \$4.75
Secure Electronic PDF Fee: \$1.00
Online Processing Fee: \$2.25

Total Fee for Order: \$8.00

CANCEL ORDER CHECKOUT >

10. You will now be prompted to sign a consent form to release your transcript. You can sign the electronic form or mail the printable form. All mailed forms must be sent to the National Student Clearinghouse within 30 days of submitting your request. Your transcript will not be sent until you signed consent is received. **The fastest option is to sign the electronic consent.**

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? [\[Info\]](#)

Sign Here

Sign Here

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11. You will then be prompted to enter your credit card information once you have completed and reviewed the transcript order form. Enter all required information and then select “Submit Order”. If there is a typo you can retry. If the second attempt fails, you will need to start a new request.

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: \$5.80

12. If your payment was successfully submitted for processing, you will receive a confirmation of your transaction via email, which includes the order number.

Please note: Your credit card will not be charged until the transcript(s) are sent. The charge for your transcript will appear on your credit card statement as “Online Transcript Service.” However, a hold for the amount of the order (also known as a pre-authorization or pending charge) is placed against your credit card each time you submit a transcript request. This pre-authorization is determined by your bank. Please contact your bank with any questions on the pre-authorization.

Please see the FAQ document for information on tracking orders, consent forms, and other frequently asked questions.