

How to Submit an Official Transcript from the National Student Clearinghouse

School of Computing, Data Sciences & Physics

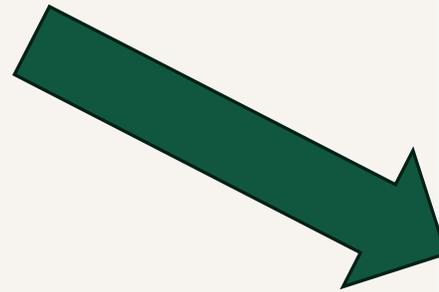


Step 1

- Access your institution's National Student Clearinghouse website
 - It might be on the Registrar's page

Step 2

- Click the drop down for the Recipient



Transcript Ordering Center

Enter Personal Information **2** Select Transcript and Delivery Details Confirm

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.

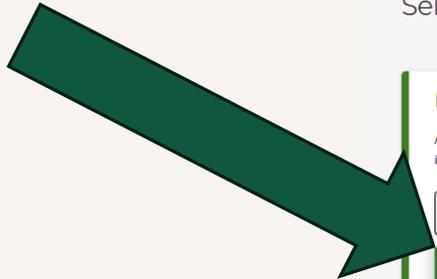
Who are you sending your transcript to?

Cancel Order Continue

 National Student Clearinghouse
2300 Dulles Station Blvd, Suite 220
Herndon, VA 20171

Step 3

- Select College or University



Transcript Ordering Center Help 0

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

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Who are you sending your transcript to?

- College or University
- Education Organization, Application Service, Scholarship and Professional Licensing
- Employer or Other
- Myself

National Student Clearinghouse

Step 4

- Enter Virginia in the State/Territory/APO field
- Enter William & Mary (as shown) for the school you are sending the transcript to
- Click on Department

Transcript Ordering Center Help 0

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

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Where are you sending your transcript to?

Country State/Territory/APO

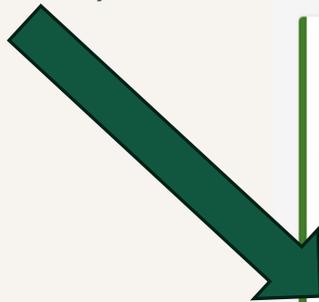
Enter and select the school you are sending your transcript to

[Advanced keyword search to find school](#)

Department

Step 5

- Select School of Computing, Data Sciences & Physics



Transcript Ordering Center Help 0

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

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Who are you sending your transcript to?

- Graduate Arts & Sciences
- Graduate School of Business
- School of Computing, Data Sciences & Physics**
- School of Education
- School of Marine Science (VIMS)

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Step 6

- Hit Continue and complete the transaction
- The CDSP Dean's Office will receive the official electronic transcript once processed by your previous institution.

Transcript Ordering Center Help 0

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Select Transcript and Delivery Details

Recipient All fields required, unless otherwise indicated

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Who are you sending your transcript to?

Country State/Territory/APO

Enter and select the school you are sending your transcript to

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Department

