How to Order Transcript

1. Go to www.UWGB.EDU/registrar/transcripts webpage
2. Click on Order Transcripts Button

Order Transcripts

Students will need to provide their social security number and have a valid e-mail address. Fees change depending on shipping speed and delivery method, but an average cost is $15. All orders are final.

ORDER TRANSCRIPTS

3. Select the transcript version you want to order; Electronic or Hard-copy.

The University of Wisconsin – Green Bay

Information from The University of Wisconsin – Green Bay

Due to the recent events revolving the coronavirus, Pick Up orders are temporaly suspended until further notice. Students will **NOT** be able to place Pick Up and pick up their transcript on campus. All other transcripts orders will continue to be process as usual. For any questions please contact the Registrar's Office at 920-465-2111.

Enrollments prior to 1978 transcripts are not available in electronic/PDF format. They are available only in Paper Hard-Copy Transcript only. Please select "Order Paper Hard-Copy Transcript(s)" to proceed.

Attention: You must have either a Social Security Number or your 9-digit Student ID Number to complete this online request form. If you do not have a Social Security Number and need assistance obtaining your Student ID Number, you may call 920-465-2111.

Please Note: If you wish to have your transcripts held for semester grades you MUST select 'Hold for January Semester, Spring Semester,Summer Semester or Fall Semester'. If you want your transcript held until your degree is awarded you MUST select 'Hold for January Semester, Spring Semester, Summer Semester or Fall Semester'.

Please choose one of the following options:

Order Electronic/PDF Transcript(s)	Order Paper Hard-Copy Transcript(s)

Do not use browser back or forward buttons

Either your Social Security Number or your 9-digit Student ID Number is required.

Student Information

Information needed to locate your records

Social Sec # [|]   Either SSN or Student ID must be specified

Student ID [ ]

Attended From Year [YYYY] *Required

Attended To Year [YYYY] *Required

Birth Date [MMDDYYYY] *Required
Enter as MMDDYYYY

Enter names as they exist in the school records

First Name [ ] *Required

Middle Name [Enter if you think it is on your school record]

Last Name [ ] *Required

Suffix [(optional)] Jr, Sr, etc.

Other Last Names [(optional)]

Enter your current address

Country [UNITED STATES]   Change Country

Current Address [ ] *Required

[ ]

City [ ] *Required

State [ ] *Required Only for United States, Canada, Mexico, and Australia

ZIP Code [ ] City/State/Zip Help

☐ Please update school records to reflect this address

Communication Information

Email Information - Required to send order receipt and status updates

Email Address [ ] *Required

Verify Email [ ] *Required

To avoid problems, please be sure that **mysupport@credentialssolutions.com** is in your address book.

Telephone Information

Telephone Country [UNITED STATES]   Select Country

Telephone # [ ] *Required

U.S. numbers must be entered as: NNN-NNN-NNNN
Enter N/A if no phone number is available

Cell Phone Info – Optional (U.S. numbers only)

To also be notified about order status via text messages to your cell phone, enter your information below. Any message charges are your responsibility.

Cell Phone No. [   ]

Verify Cell Phone No. [   ]

U.S. Phones Only – Enter as NNN-NNN-NNNN

Cell Phone Co. [--None-- ⌄]

Previous   Next

Please note: For Office Pick Up Service, the order must be authorized before 3:30pm CST. For Federal Express delivery orders must be authorized by 12:00pm CST. Processing time is separate from mailing time.

IF your order is eligible for an electronic delivery option (PDF or Third Party PDF), you will be shown that option AFTER you have provided an address for the recipient.

Please choose a service for this order

🔘 Standard Service (Official) – Deliver to Recipient

> $10.00 per copy
> Processed within 5 business days
> provided the order has been authorized.

Tell us when to release your transcript(s)

🔘 Send Now (current courses will be listed as "In Progress")

Hold until grades have been posted for:

○ January Semester 2021
○ Spring Semester 2021
○ Summer Semester 2021
○ Fall Semester 2021

Hold until semester degrees have been posted

○ January Semester 2021
○ Spring Semester 2021
○ Summer Semester 2021
○ Fall Semester 2021

Other information required by The University of Wisconsin – Green Bay

Primary Reason for Ordering   [Select a Reason for Ordering ⌄] *Required
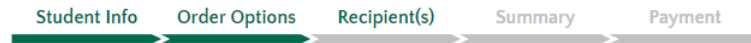
[Previous]   [Next]

a. **Note:** Grades and Degree are not posted until the end of the term. If you want to hold your order from releasing immediately, please identify when do you want your transcript to be send out.

4. Select your type of recipient

a. Search our Recipient table – All institutions part of Parchment escript network are included in this option. Look up the name of the institution by state.
b. Myself – Email the transcript to your own email address.
c. Select an Application Service – AMCAS or any medical application services.
d. Direct Access Code Lookup – 7 digits code provided by your recipient.
e. Enter Recipient Manually – Type in your recipient email address or mailing address manually.

5. Provide Attachment
a. If you want to attach a document along with your transcript, select yes. An email will be email to you with instructions on how to attach your document.

6. Recipient Review
a. You can select to add more recipients if you have more than 1 order. You can order up to 5 recipients. This will allow you not to have to go back restart the whole process for another transcript.

7. Order Summary
8. **Payment**
9. After you submit your order there will be an email send to you. There will be a record release authorization form asking for a signature to release the records. **Please sign it to complete** the order.