

How to Order Transcript

1. Go to www.uwgb.edu/registrar/transcripts
2. UWGB campus student click on “Click to Order UW Green Bay Transcript”

Transcripts



UW-Green Bay is a participant in the Credentials Solutions network. To ensure confidentiality and to comply with federal regulations, the student's signature release is required when ordering any transcript. Questions about your transcript order can be directed to Credentials Solutions customer service at (847) 716-3005, Mon-Thurs 7:00 AM to 7:00 PM and on Friday, 7:00 AM to 5:00 PM.

[Check Order Status](#)

[How To Order Step-By-Step Guide](#)

UW-Green Bay, Green Bay Campus Students

[Click To Order UW Green Bay Transcript](#)

All former and current students can order their transcript online using Transcript plus anywhere from the internet. Student will need to provide their social security number and have a valid e-mail address to order a transcript on Transcript Plus.

Phone

All students can order by phone by calling Credential Solutions Customer Service at 847-716-3005. Note: An additional \$15.00 extra charge will be apply for all phone-operated orders.
Customer Service Hours : Mon-Thurs 7:00 AM - 7:00 PM and on Friday 7:00 PM - 5:00PM

UW Green Bay branch locations students prior to Fall 19 semester students.

UW-Green Bay locations at Marinette, Manitowoc, and Sheboygan Students

[Click To Order UW Colleges Transcripts](#)

As of July 1, 2018, campuses in Marinette, Manitowoc, and Sheboygan (formerly two-year campuses of the University of Wisconsin Colleges) became branch campuses of the University of Wisconsin-Green Bay and, as such, are accredited by the Higher Learning Commission. Official records of enrollment at these campuses through August 2019 are part of the University of Wisconsin Colleges transcript. Enrollment prior to Fall 2019 at these branch campuses are posted as transfer credit under the organization. However, you will see "Transfer Credit from UW Colleges Project Coastal: FOR INTERNAL USE ONLY: Applied Toward Undergraduate Program" as those credits are include in the UW-Green Bay credits and GPA. All former two-year campuses students can order their transcript online using Transcript plus anywhere from the internet. Students will need to provide their social security number and have a valid e-mail address to order a transcript on Transcript Plus.

Phone

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3. Expand each arrow to find additional information. Otherwise click "Begin Order" to start!



Transcript Ordering Services

The TEST - University of Wisconsin - Green Bay

Do not use browser back or forward buttons
Your session will time out after 60 minutes of no activity

 [Begin Order](#)

- ▶ Pricing and Payment
- ▶ Authorization Info
- ▶ Ordering Overview
- ▶ Electronic Transcripts
- ▶ FAQs

4. Personal Student Information Page

- a. You will be asked to provide your personal information in order for us to find your transcript.

Student Information

Information needed to locate your records

Social Sec # Either SSN or Student ID must be specified

Student ID

Attended From Year *Required

Attended To Year *Required

Birth Date *Required

Enter names as they exist in the school records
If you would like to update your mailing address please contact the Registrar's Office.

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

Current Address *Required

City *Required

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

ZIP Code

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

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--

5. Choose a service
 - a. **Standard Service** – Official Transcript delivered by mail or pdf
 - b. **Same Day Service** – Official Transcript Pick up same day on campus
 - c. **Unofficial Transcript** – Unofficial Transcript delivered by mail only

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.

Same Day Service (Official) - Pickup

\$15.00 per copy
Processed same day if ordered before 1:30pm CST
provided order has been authorized.

Unofficial Transcript – Deliver to Recipient

\$3.00 per copy
Processed within 5 business days
provided the order has been authorized.

6. When to send your transcript
 - a. **Send Now** – Transcript will be send right away
 - b. **Hold until grades have been posted for:** - Transcript will be hold until the semester is over and grades are posted for the current semester.
 - c. **Hold until semester degree have been posted** – Transcript will be hold until the degree is posted for the current semester if you are graduating that semester and want your degree on your transcript.

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:

Spring Semester

Hold until current semester degrees have been posted

7. **Reason for Ordering** – Select what the reason transcript is for.

Other information required by The TEST - University of Wisconsin - Green Bay

Primary Reason for Ordering *Required

8. Choose your recipient type
 - a. **Search our Recipient Table**
 - i. Select the e-script schools participants you are sending your transcript to.
 - b. **Myself**
 - i. Send the transcript to your email or mail it to your address.
 - c. **Select an Application Service**
 - i. Select to send to AMCAS, LSAC, PHARMCAS

d. Direct Access Code Lookup

- i. Provide 7 character direct access code

e. Enter Recipient Manually

- i. Provide 3rd party information that are not e-script participants

Please choose a type of recipient

Search our Recipient Table
Choose this option to search recipients that are already set up in our system.
This is the only way to find colleges or universities who receive transcripts electronically.

Select the recipient's state:

Myself

Select an Application Service
Choose this option for Application Services such as AMCAS, LSAC, PHARMCAS, etc.

Direct Access Code Lookup
Choose this option if you were provided with a "Direct Access Code" by your recipient.

Enter Recipient Manually

9. Select Delivery Methods

- a. Select PDF if you want to be send electronic. Please note that if you don't see PDF as an option, you will have to provide an email address.
- b. Select Paper if you want to be mail.

Available Recipients for University of Wisconsin - Green Bay

Address	College/University Type	Delivery Method(s) 
OFFICE OF ADMISSIONS UW - GREEN BAY 2420 NICOLET DR GREEN BAY WI 54311-7003	Undergraduate	<input type="button" value="PDF"/>
GRADUATE STUDIES OFFICE UW - GREEN BAY 2420 NICOLET DR GREEN BAY WI 54311-7003	Graduate	<input type="button" value="Paper"/>

[My recipient was not found. I want to enter the address manually](#)

10. Attachments

- a. If you have any documents you want to be send along, you can upload the document here by clicking answering the attachment question.

Transcript Recipient 1

Delivery Method Paper

Recipient Address

Address GRADUATE STUDIES OFFICE
UW - GREEN BAY
2420 NICOLET DR
GREEN BAY WI 54311-7003

Telephone # 920-465-2123

Attachment Options for this Recipient

Some recipients require additional information pages ("Attachments") alongside your transcript.
Any transcript order with an Attachment is currently limited to a single recipient.

Are you providing an attachment?

No Yes (This is not common) 



Recipient Confirmation

Although we make every effort to maintain current Recipient Information in our database, it's your responsibility to ensure this information is correct. Please verify the above and check the box to continue.

I confirm this recipient

11. Select mail delivery options

- a. Select 1st class mail – 3-5 business days delivery USPS mail
- b. Select Domestic Federal Express to main 48 states- Overnight FedEx Delivery

Please choose a method for delivery of your transcript for Recipient 1

Printed Transcript Mailed to Recipient

Transcripts to this address

1st Class Mail

Domestic Federal Express to main 48 states

\$23.00 for each destination
Completed orders ready for mailing by 3:00 PM CST time are shipped SAME day; after 3:00 PM CST, shipped the next business day.

Attention: All Federal Express orders require a signature at the time of delivery. The TEST - University of Wisconsin - Green Bay does not offer Federal Express Saturday, Sunday, or Holiday delivery. Undeliverable packages will be returned to The TEST - University of Wisconsin - Green Bay and mailed via 1st Class Mail. Federal Express fees will not be refunded due to lack of signature delivery.

12. Order Review

a. Review your order

Your Recipients

	Quantity	Delivery Method	Recipient	Actions
Recipient 1	1 Transcript	Printed 1st Class Mail	GRADUATE STUDIES OFFICE UW - GREEN BAY 2420 NICOLET DR GREEN BAY WI 54311-7003	<button>Remove</button> <button>Update</button>

Add Recipient

Enter additional recipients (maximum of 5 allowed on this order)

Student Information

Edit

Name:

Address:

Other Last Names:

Telephone #:

Email Address:

Basic Order Information

Edit

Service Type: Standard Service (Official) - Deliver to Recipient

When to Send Transcript: Send Now (current courses will be listed as "In Progress")

Primary Reason for Ordering: For Myself

Your Recipient(s)

Edit

	Quantity	Delivery Method	Recipient
Recipient 1	1 Transcript	Printed 1st Class Mail	GRADUATE STUDIES OFFICE UW - GREEN BAY 2420 NICOLET DR GREEN BAY WI 54311-7003

Summary of Charges for Your Order

School Transcript Charges:	\$10.00
Handling Charges:	\$0.00
Total Charge for This Transcript Order:	\$10.00

Cancel Order Go to Payment

13. Go to Payment

- a. We accept all major credits cards. You can provide your card information here.