Tutorial: Request a Transcript
Navigate to studentclearinghouse.org

UMSL uses the National Student Clearinghouse for all our Transcript Services.

NOTE: This works best on a desktop
Select “Order-Track-Verify”, then select “Order a Transcript”
Begin typing “University of Missouri” to select the St. Louis campus and continue.
Enter Your Personal Information

- Enter your student number as it appears on your UMSL billing statement or your SSN
- Select Yes or No for paper or electronic transcript
- Select NO to the question “Are you currently enrolled at UMSL?”
  - Enter the years you took courses, then continue

If you do not know the years you took courses, you can access this information in your MyView account or by calling 314-516-7005
Enter Your Contact Information

Contact Information  All fields required, unless otherwise indicated

Address 1
Street number and name or PO Box. Address 1 is required

Address 2
Building, campus box, floor, apt, suite (Optional)

City
City is required

Zip/Postal Code

State/Territory/APO

country
United States

Email

Confirm Email

Phone Number
(XXX) XXX-XXXX

To receive NSC Text 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]

Allow the school to use this information to update their records?
[YES] [NO]
Select Your Recipient. “College or University” in most cases.
Enter Your Recipient Details

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?
College or University

Country
United States

State/Territory/APO
Florida

Enter and select the school you are sending your transcript to
University Of Miami

Advanced keyword search to find school

Department Name
(Optional)
If you are not 100% certain that all your grades have been posted, you should select the option to have your transcript processed after grades are posted.

**IMPORTANT NOTE:**
Your transcript will not be processed if you do not enter the term and year your grades will be posted.
Provide Delivery Information, add to cart, then checkout

For Electronic Transcripts:

- The recipient email should have been given to you during your application process.
- Contact the institution you will be attending or visit their website to obtain this.
Enter Payment Details and submit your order
You have successfully ordered a transcript

You will be emailed a tracking number that you can use to track the progress of your request.