

TRANSCRIPT REQUEST

Standard Submission for Transcript Requests

The Office of the Registrar has officially partnered with the National Student Loan Clearinghouse (<https://www.studentclearinghouse.org/>), and through this website you can order your official transcript. This feature is available to students who were enrolled beginning fall 2000. Students who attended prior to fall 2000 must utilize the alternate transcript request process. **Costs: 15.00 per transcript ordered.**

Transcript Processing

- Transcript orders in the National Student Loan Clearinghouse Order Center are typically processed within 1-2 business days.
- Currently enrolled students should ensure all final semester grades are posted before ordering.
- Communicate students should confirm that all individual course grades are posted prior to ordering a transcript.
- Refunds will not be considered. Please review your order to ensure accuracy.
- Please refer to the University academic calendar for holidays and closures. During these times, transcript orders may not be processed.

Since this is a new partnership, please call us if you need assistance. Simply call 330-490-7367.

Transcripts **CANNOT** be released if a Financial or Administrative hold exists.

Alternative Submission for Transcript Requests

All transcript requests require a social security number or student ID number, phone number, dates of attendance at Walsh University, address where the transcript(s) will be mailed to and any former name(s). All transcript requests must include student's signature (this is mandatory for release of your transcript, Public Law 93-579, Privacy Act of 1974).

Transcript orders are typically processed within 3 to 5 business days and will be mailed to the address provided by the student or picked up at the Student Service Center located in Farrell Hall, first floor. A photo ID is required. Costs: 15.00 per transcript ordered.

An Official **Transcript Request Form** is available online at www.walsh.edu (<https://www.walsh.edu/>) under Registrar-Forms via the "Transcript Request" button. Requests may be ordered in person, at the Student Service Center, mailed to the University, or faxed to 330-490-7372.

Mail requests to:

Walsh University
2020 East Maple Street
North Canton, OH 44720

Attention: Transcripts (Office of the Registrar)

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Unofficial Transcript Requests

Students may complete an unofficial transcript request form in the Office of the Registrar. Unofficial transcripts are processed within 48 hours. Students can also access their unofficial transcript via the Cavalier

Center (Student Self-Service System). Transcript will not display or be processed until all financial obligations have been satisfied.

***Transcripts will not be released for students with unpaid balances on their student accounts. Students have the right to access their transcript for employment purposes, regardless of whether a debt is owed. Students needing a transcript for employment purposes will be required to submit the following to the Office of the Registrar (transcripts@walsh.edu):**

- Transcript Request Form (https://www.walsh.edu/_files/registrarTranscriptRequestForm-0723.pdf)
 - Cash/Check for \$15
- An official formal document from the employer verifying the transcript is being requested for employment purposes. The document should include the following:
 - Company Name
 - Employer Contact Information
 - Employer Address
 - Candidate/Applicant/Employee Name

The process above is valid for a paper transcripts only. No electronic transcripts will be issued for students with an unpaid balance. The official transcript will only be sent directly to the employer. In most circumstances, the request will be processed within 72 business hours.