

If you attended Delgado Community College before Fall 1992 semester, please attach this Word document to your e-Transcript order when given the option to attach additional documents during the transcript ordering process. **Without this attachment, you will not receive an official transcript.** Please download and save this Word document to your computer, return to the National Student Clearinghouse website page that included the link to this document, and select the green "START" button.

Once you have selected the green "START" button, enter the required information on steps one and two. The option to attach this document is found in the third (3rd) step of the process which is entitled "ENTER RECIPIENT DETAILS". The option is found at the button under "ATTACH ADDITIONAL DOCUMENTS." See below.

Enter Recipient Details

Items marked with * are required.

Recipient

* Name of Recipient:

Transcript Type And Purpose

* Transcript Type:

* Transcript Purpose:

Delivery Options

* Delivery Method:

Please confirm, the delivery option you selected means:

Shortly after your request is processed by your school, your transcript recipient will be emailed a link to a secure Internet page where he or she can retrieve your official transcript. Upon that email notification, your credit card will be charged. The National Student Clearinghouse will guarantee that your recipient is notified that your transcript is ready for retrieval at the email address you provided when you placed the order; however, we cannot be responsible for whether or not your recipient retrieves or accepts the transcript. Because this is a new technology, we suggest that you contact your recipient and verify that he or she is willing to accept your transcript via this delivery method. The accuracy and correctness of the electronic transcript is solely the responsibility of your school.

* ☐ Checking this box confirms you have read the delivery method information above.

* Recipient Email:

* Confirm Recipient Email:

* Quantity:

Additional fees may apply. The total fees will be displayed in the order summary.

Special Instructions: (Maximum 255 Characters)

Attach Additional Documents

Additional Documents:

Optional: Select upload to add documents (Maximum: 1) to your transcript request

Supported format(s): PDF, DOC, DOCX

File name(s): Permits alpha numeric characters and non-consecutive periods, dashes, underscore and spaces

Processing Timeframe

* Processing Option: