Instructions to Request Official Transcripts & Track your Request

#1: How to request official transcripts using National Student Clearinghouse (NSC)

1. Click on the link:
   www.studentclearinghouse.org
2. Click on Order – Track – Verify
3. Click on Order or Track a Transcript
4. Select Columbia College from the drop down box, then click submit.
5. Read the instructions/information
6. Click Order a Transcript Now
7. Complete the Transcript Request by entering the following information:
   a. Enter Personal Info
   b. Enter Recipient(s)
   c. Review Order
   d. Enter Credit Card
   e. Sign Consent: Paperless (electronic) or Printed Consent form.
   f. Submit

#2: To track a transcript request

1. Click on the link:
   www.studentclearinghouse.org
2. Click on Order – Track – Verify button
3. Click on Order or Track a Transcript
4. Select Columbia College from the drop down box, then click submit.
5. Using the transcript order # provided to you in the email confirmation and your email address, you may track the progress of your request.
6. The results of your tracking search will appear.

<table>
<thead>
<tr>
<th>Recipient</th>
<th>Status</th>
<th>Order History</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hold for pickup</td>
<td>Paperless Consent Form Received on 05/08/2013 1:37 PM ET</td>
<td>Order Placed Paperless Consent Form Received 05/08/2013 1:37 PM ET</td>
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