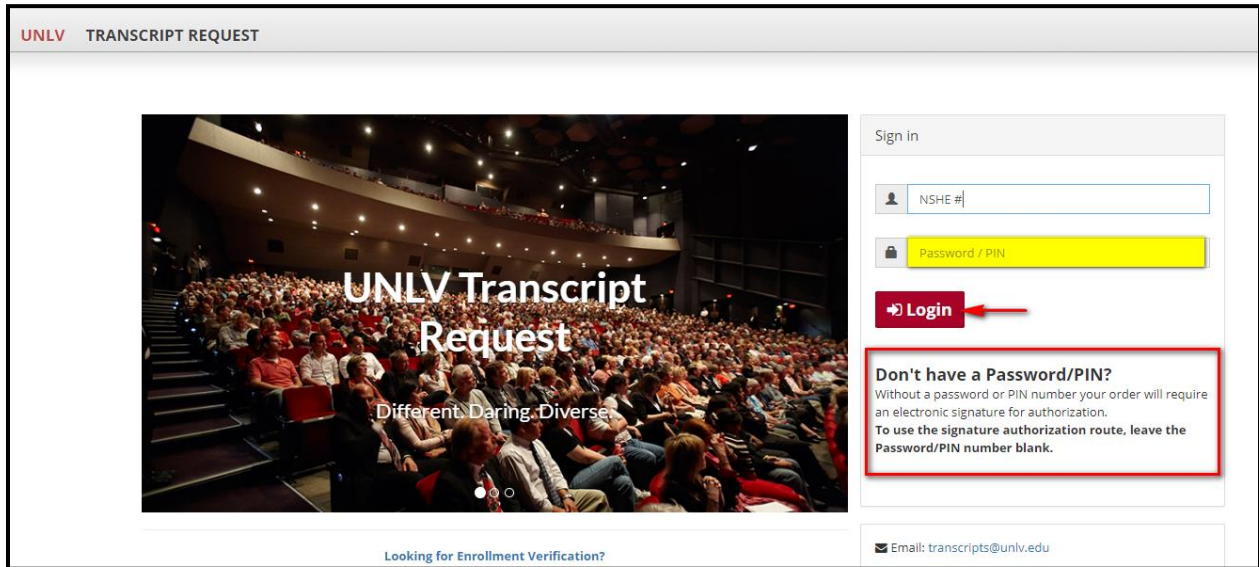
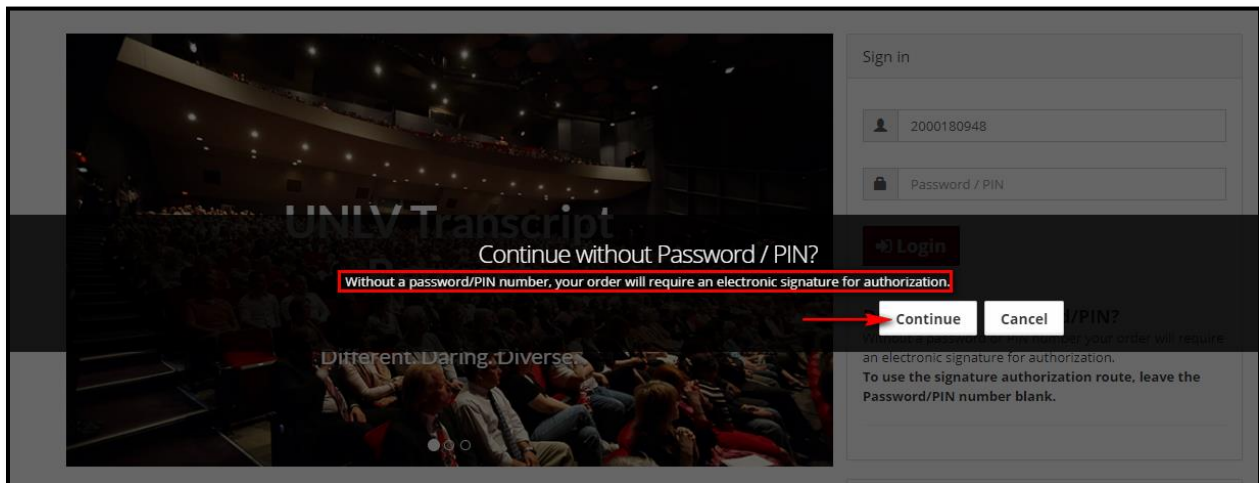


1. Official Transcripts can be ordered online through the transcript request page:
<https://apps.ess.unlv.edu/transcriptrequest/>
 - a. You can log in using your NSHE ID, L number, or SSN (if you had one on file at the time of attendance)



- b. You DO NOT need a password/pin to order transcripts
 - i. If you leave the password/pin blank you will click continue on the dialog box so you can provide an electronic signature




- c. Once you have logged in, click the Submit new order link

OFFICIAL TRANSCRIPT REQUEST

Office of the Registrar


Would you like to preview your transcript before you place your order?

Please download your **Unofficial Transcript**  in the [MyUNLV Student Center](#)


Click on the button to submit a new order


↓

Please select an option below:

 **Submit a New Order**

OR

 **Check Status of Existing Order**



- i. You will then enter your email address and phone number and click save Contact Details & Proceed

d. Select the type of order you would like to submit:

What type of order?

→ **Electronic Delivery - Nevada System of Higher Education Institutions**

→ **Pick up on Campus**

→ **Mail to Recipient**

- i. [Electronic Delivery](#): Only available for submitting transcripts to other NSHE schools
 1. This option is FREE
- ii. **Pickup on Campus**: Orders are ready within 48 hours of a successful charge on the credit card
 1. These cost \$10.00
- iii. [Mail to Recipient](#): Transcripts will be mailed within 48 hours of a successful charge on the credit card
 1. These are \$10.00 for the transcript and will also include applicable postage

e. If you select electronic delivery, you will select the school(s) from the list

Order Details

New Order

Electronic Delivery

Nevada System of Higher Education (NSHE) Institutions

Effective Spring 2017, electronic transcripts from UNLV will be provided to the other 6 Nevada System of Higher Education (NSHE) institutions free of charge. This free service is not applicable to paper transcripts ordered for pick-up or postal delivery. Electronic delivery is not available for non-NSHE schools.

*** Transcript Recipient:**

- College of Southern Nevada
- Great Basin College
- Nevada State College
- Truckee Meadows Community Coll
- University of Nevada Reno
- Western Nevada College

[← Back](#)

[→ Proceed](#)

i. After clicking Proceed, you will review the order and click the “Proceed to Signature Authorization” button to provide the electronic signature

1. Please note: Transactions are NON-REFUNDABLE

Order Details

Review Your Order

Signature Authorization Required

Electronic Delivery

Recipient	Delivery	Qty	Price	Shipping Price	Total
College of Southern Nevada	Electronic	1	\$0.00	\$0.00	\$0.00
					Grand Total: \$0.00

Transactions are non-refundable

[Cancel Order](#)

[→ Proceed to Signature Authorization](#)

- f. If you select Mail to Recipient, you will enter the number of transcripts you would like to send to EACH address (if you are sending transcripts to multiple addresses you will select the button to add an additional recipient on the next page)

Recipient Details

- Transcript Insert?**
Need a transcript request insert included with your transcript? Review [UNLV's statement](#) on transcript inserts.

Shipping Method	Domestic Price	Foreign Price
USPS 1st Class	\$0.50	\$1.15

Recipient (Who are you sending the transcript to?)

Transcript Quantity: 1

Recipient:

Address Line 1:

Address Line 2:

City:

Country: United States

Organizations such as AMCAS, PharmCas, LSAC, NSF, etc. may request that you include an insert in any transcripts that you send them. The need to include inserts in transcripts complicates the online request process and waiting for/matching up inserts with requests has been determined to slow down transcript processing for all students. UNLV has looked into the insert requirement with the various entities and determined that organizations will process your transcript request without the insert as long as they can match your transcript to the information you submit to them and determine who you are.

Our suggestion is to include the unique identifier issued to you by the organization in the organization's mailing address which prints on the bottom of your official

- i. If your transcript has an insert please read the statement on inserts

- ii. Then you will review the order and proceed to the next page or add an additional recipient

Order Details

Review Your Order

Signature Authorization Required

When to process: Process as soon as possible

Shipping Method: USPS 1st Class

*All recipients are processed under the same shipping method.
If you require separate shipping methods, please complete a new order.*

Current Recipients (10 Maximum per Order)

Recipient	Address	Qty	Price	Shipping Price	Total	Edit	Delete
UC Sunnydale	1630 Revello Drive Sunnydale, California 93101 United States	1	\$10.00	\$0.50	\$10.50	Edit	Delete
Grand Total:					\$10.50		

Transactions are non-refundable

Cancel Order
Add Another Recipient
Proceed to Signature Authorization

- iii. For the Signature Authorization draw your signature and Proceed to Payment

Consent to Release Information from Education Records

The undersigned individual authorizes **The University of Nevada, Las Vegas** to release the official transcript of his/her education records to the individual(s) or organization(s) listed below.

- UC Sunnydale
1630 Revello Drive
Sunnydale CA USA

This is the last chance to verify the shipping address

Draw your signature

Clear

Save & Proceed

You will have a chance to review your signature on the next page.

- g. You will enter the payment information and click Submit Payment
 - i. Please note: the system will not accept a credit card with a non-US billing address. If you are trying to pay with an international credit card, use the Bank Account Option instead or you will need to contact transcripts@unlv.edu for a credit card authorization form

Total Cost: \$10.50

Credit Card
Bank Account

Credit Card Payment

Credit Card Number

Expiration Date

CCV Number

Billing Contact Information

First Name

Last Name

Email

Phone

Billing Address for Card

Address

City

State

Country

Postal Code

Cancel Order

Transactions are non-refundable

Submit Payment

The system will not accept a credit card with a non-US billing address. If you are trying to pay with an international credit card, we recommend using the option to pay with a Bank Account Number

- h. Then you will confirm your purchase (ALL transactions are non-refundable)