

## How to order your Electronic Official Transcript

For online ordering, electronic transcripts start at \$6 per transcript and paper transcripts start at \$8 per transcript if mailed within the United States. Transcript orders online will be fulfilled within 2-3 business days. If you are unable to make an on-line order, fill out the [Transcript Request Form \(pdf\)](#) and mail in or bring to our office for a cost of \$10. Requests received by mail will be processed within 2-3 business days plus mail time.

Rush charges apply if the transcript is requested to be sent the same or next business day. Official transcripts have a rush fee of \$10.00.

**Note: Official transcripts will only be sent if all outstanding financial obligations have been met.**

Go to [bethel.edu/registrar](http://bethel.edu/registrar). On the home page, you will link to order your transcript.

The screenshot shows the Bethel University Registrar website. At the top, there is a navigation bar with links for 'About', 'Academics', 'Admissions', 'Offices', 'Athletics', 'Events', and 'Blink'. On the right side of the navigation bar, there are buttons for 'Apply', 'Give', and 'Search'. Below the navigation bar is the Bethel University logo and the text 'BETHEL UNIVERSITY'. To the right of the logo are links for 'Undergrad', 'Adult Undergrad', 'Graduate', 'Seminary', and 'Online'. The main content area is titled 'Registrar'. On the left side, there is a sidebar menu with the following items: 'Home' (highlighted in yellow), '+ Transcripts & Student Records', '+ Course Registration', '+ Transfer Credits', '+ Grades', '+ Student Privacy - FERPA', 'Important Dates and Schedules', 'Graduation', 'Forms', 'Faculty and Staff', '+ Re-Enrolling', and 'Contact'. The main content area is titled 'TRANSCRIPTS & STUDENT RECORDS'. It contains the text 'Order transcripts and access your records.' followed by 'It's quick and easy to order a transcript online and have it sent directly to a school or other organization.' Below this text is a blue button labeled 'Order a transcript', which is highlighted with a yellow arrow. Below the button is the text 'Other ways to access and update your academic records:' followed by a list of links: 'Diplomas', 'Degree evaluation', and 'Enrollment or degree verification'. Below this list is the text 'COURSE OFFERINGS'. At the bottom of the page, there is the text 'See what courses we're offering.' followed by 'Please note that these schedules are subject to change.\*'

If you do not have an active Blink account, select Order without an account. (If you have an active Blink account, select Log in with my Bethel Community Account and [skip to page 4, creating your order](#) )

**BETHEL UNIVERSITY**

Undergrad Adult Undergrad Graduate Seminary Online

# Transcripts

Registrar > Transcripts & Student Records

**Registrar**

- Home
- Transcripts & Student Records
  - **Transcripts**
  - Transcript Terms
  - Diplomas
  - Degree Evaluation
  - Enrollment & Degree Verification
- + Course Registration
- + Transfer Credits
- + Grades
- + Student Privacy - FERPA
- Important Dates and Schedules
- Forms

## Order an Official Transcript

You can order both electronic and paper versions of your transcript online. Electronic transcripts are considered official when they're delivered to your recipient, but they become unofficial if they're passed on to another recipient.

[Log in with my Bethel Community Account](#)

[Order without an account](#)

### Cost

For online ordering, electronic transcripts start at \$6 per transcript and paper transcripts start at \$8 per transcript if mailed within the United States. If you are unable to make an on-line order, fill out the [Transcript Request Form \(pdf\)](#) and mail in or bring to our office for a cost of \$10.

### Processing Time

Expect 2-4 business days for your transcript to be processed. For same day or next day service, a \$10 rush fee will be added. Transcripts can only be sent if all outstanding financial obligations are met.

When you click Order without an account, you will be directed to [iwantmytranscript.com/bethel](http://iwantmytranscript.com/bethel). Select Sign Up.

**BETHEL UNIVERSITY**

Welcome to the Bethel University (MN) online transcript ordering service.

Please [log in](#) to an existing account or select the [sign up](#) button to create a new account.

Federal Law requires a signed (pen to paper signature) Consent Form\* be returned before orders can be processed by the school. Once received and approved, the Consent Form satisfies the account requirements and does not need to be re-submitted for future orders.

Note: The Consent Form is presented at the end of the order.

To learn more, you are invited to review the [Frequently Asked Questions](#)

\*The Consent Form authorizes this system to act as the ordering agent for you and gives permission for your transcripts to be released as requested by you.

\*For your protection, high security browser settings are required to access the payment screens when placing an order. Please ensure your browser is running on the most recent version.

Email

Don't have an account? [sign up](#)

Password

[log in](#) [Forgot My Password](#) [Forgot My Email](#) [Help](#)

[Privacy Statement](#) | [Refund Policy](#) | [FAQs](#) | [Contact](#) | [Credentials e-Scrap-Gate](#)

**TRANSCRIPTS on Demand**

This will bring you to the **Create Your Account** screen. Complete all the required fields on this page and click Submit.

### Personal Information

Current name  
\* First name Middle name \* Last name

Name while attending (if different)  
First name Middle name Last name

\* Date of birth mm/dd/yyyy \* Dates of attendance mm/yyyy to: mm/yyyy

\* Country United States \* Phone number (555) 555-5555

Student Id Confirm Student Id

SSN required if no Student Id (no dashes) Confirm SSN

I would like to receive text messages along with my email notifications. (Messaging and data rates may apply)

Cell Carrier Select Carrier... Cell Number (555) 555-5555 Confirm Cell Number

[submit](#) [cancel registration](#) [Help](#)

### Account Information

\* Email address

\* Confirm email address

\* Password 8 chars, at least 1 letter and number

\* Confirm password

### Current Address

Address Line 1


Address Line 2

United States

City

Select State...  
Postal Code

Next, verify your account information on the **Verify Your Profile** screen.

 Your account is almost ready. Please review your account information carefully. It will be used to identify your student records.

### Verify Your Profile

This email and password will be the method by which you access your account for future orders. Transcripts will not be processed until a consent form is received. An email confirmation will be forwarded to this address.

**Current name:** First Last  
**Name while attending:** First Last when in school  
**Date of birth:** 09/12/1975  
**Dates of attendance:** 08/2006 to 05/2008  
**Phone number:** (123) 456-7890  
**Student Id:** 654321  
**SSN:**  
**Email:** your\_email@comcast.com

[submit](#) [modify my account](#) [cancel registration](#)

If information on the Verify your Profile screen is not correct, press **modify my account**. If you no longer want to continue, press **cancel registration**. If the information is correct, and you want to continue with your order, press submit. Once you submit this information, you can create an order.

## Creating your Order:

Complete the **Recipient Info** information. If you are sending to yourself, [click here for further instructions](#).

**i** Welcome to Bethel University. If you attended Bethel after August 1984 we encourage you to order electronically for the quickest delivery. Electronic transcripts will be delivered within 2-3 business days from the time our office receives the request. Paper copies of your transcript are processed in 5 business days. Through this website, you will only receive official transcripts. If you need to order an unofficial transcript, you will need to submit the request via fax or mail through paper request. Please contact our office if you need an unofficial transcript at: 651-638-6572. If you attended more than one school within Bethel, we will send all Bethel transcripts, unless otherwise noted in the "comments" section of your request. If you have a hold on your account, we will only hold the transcript request for 90 days once received. Our office hours are Monday - Friday 9:00 am - 4:30 pm Central Time. Office phone number: 651.635.8734 and fax number: 651.635.1983. NOTE: Electronic transcripts sent to the recipient are considered OFFICIAL upon delivery, but become UNOFFICIAL if passed on to another recipient.

### Recipient Info

Recipient Info   Order Options   Verify Order   Payment   Receipt

During your order you will be able to upload other documents.  
Let's get started.

**Are you requesting that this transcript be sent to yourself?**

Yes  
 No

**Are you requesting that your order be processed immediately?**

Yes  
 No

**continue**   [Cancel Order](#)

If a **Rush Transcript** is needed, choose **YES** and select Rush Processing in the drop down menu.

**i** Welcome to Bethel University. If you attended Bethel after August 1984 we encourage you to order electronically for the quickest delivery. Electronic transcripts will be delivered within 2-3 business days from the time our office receives the request. Paper copies of your transcript are processed in 5 business days. Through this website, you will only receive official transcripts. If you need to order an unofficial transcript, you will need to submit the request via fax or mail through paper request. Please contact our office if you need an unofficial transcript at: 651-638-6572. If you attended more than one school within Bethel, we will send all Bethel transcripts, unless otherwise noted in the "comments" section of your request. If you have a hold on your account, we will only hold the transcript request for 90 days once received. Our office hours are Monday - Friday 9:00 am - 4:30 pm Central Time. Office phone number: 651.635.8734 and fax number: 651.635.1983. NOTE: Electronic transcripts sent to the recipient are considered OFFICIAL upon delivery, but become UNOFFICIAL if passed on to another recipient.

### Recipient Info

Recipient Info   Order Options   Verify Order   Payment   Receipt

During your order you will be able to upload other documents.  
Let's get started.

**Are you requesting that this transcript be sent to yourself?**

Yes  
 No

**Are you requesting that your order be processed immediately?**

Bethel University (MN) offers expedited service to process your transcript order. Please select one option below.

**Routine Order:**  
No expedited processing  
Transcript Cost: \$3.00

**Rush Processing for transcripts:**  
Your request will be sent out by the end of the next business day from the time our office receives the request.  
Transcript Cost: \$13.00

**continue**   [Cancel Order](#)

On the next screen, Type in school/organization/individual name in the box, and select continue..

**Recipient Info**      Recipient Info   Order Options   Verify Order   Payment   Receipt

Enter the name of the school/organization/individual where transcript will be sent

If your recipient is displayed, please select from the list and press Continue. One or more receiving accounts for this recipient will be presented to you.

Concordia University

If your intended recipient is NOT displayed, press Continue.

previous   continue   [Cancel Order](#)

Choose the correct institution from the list that appears on the next screen.

**Recipient Info**      Recipient Info   Order Options   Verify Order   Payment   Receipt

*Concordia University has identified the following office(s) that receive transcripts electronically. If the intended recipient is listed, select for electronic delivery through the eSCRIP-SAFE network.*

- [Concordia University Chicago, Accelerated \(ADP\) \(River Forest, Illinois\)](#)
- [Concordia University Chicago, Undergraduate Admission \(River Forest, Illinois\)](#)
- [Concordia University Chicago, Graduate Admission \(River Forest, Illinois\)](#)
- [Concordia University Irvine, All Admissions \(Irvine, California\)](#)
- [Concordia University Portland, All Admissions \(Portland, Oregon\)](#)
- [Concordia University St. Paul, Registrar's Office \(St. Paul, Minnesota\)](#)
- [Concordia University St. Paul, Undergraduate & Graduate Admissions \(St. Paul, Minnesota\)](#)
- [Concordia University Texas, All Admissions \(Austin, Texas\)](#)

**[If intended recipient is not displayed, click here for other delivery options](#)**

If your recipient is not listed, click, **“if intended recipient is not displayed, click here for other delivery options.”** [For instructions go to page 9 of this document.](#)

Next, select your Order Options. Be sure to note any special instructions in the Special Comments box.

Order Options

Recipient Info **Order Options** Verify Order Payment

Select transcript type to be sent  
all work

When should the transcript be sent?  
now

Special Comments to the Registrar's office regarding your transcript order:

**Recipient Information**  
Concordia University St. Paul  
Registrar's Office

**Order Summary**

Cost Per Request	\$3.00
Online Fee	\$3.00
Subtotal (this request)	\$6.00
Order Total (1 request)	\$6.00

previous continue [Cancel Order](#)

Now you can verify your order and go to checkout, add additional transcripts to your order, or upload documents to send with your transcript.

Please verify that transcript data entered is correct before continuing.

delete	edit	Recipient	Transcript Type	Send	Delivery Method	Quantity	Cost per Transcript	Online Processing Fee	Printing/Handling Fee	Shipping/Delivery Fee	Total
		Concordia University St. Paul	all work	now	Electronic-Network	1	\$3.00	\$3.00	\$0.00	\$0.00	\$6.00

Total: \$6.00

upload documents

continue to checkout add more transcripts to this order [Cancel Order](#)

- 1) If the sending information is correct, and your order is complete, click **continue to checkout**.
- 2) If you have more transcripts to order, click the **add more transcripts to the order** box. This will take you back to the Recipient Order Screen.

- 3) If additional documents are to be sent along with your transcripts, click the green **upload documents** box here and the screen below will appear. When upload is complete, select Done.

### Upload documents to be delivered with the transcript

Select a PDF

## No documents have been uploaded

**INSTRUCTIONS:**

You may add a maximum of 5 PDF documents, each with a maximum size of 2 MB.

The attached document(s) will be delivered to all recipients identified in this order.

If different recipients need to receive different (or no) attachments, separate orders will need to be placed.

When your order is complete, the payment screen below will appear. Complete the billing information and click to submit your order.

## Payment

Recipient Info   Order Options   Verify Order   **Payment**   Receipt

### Billing Address (this is where your statements are sent)

Address

\* Line 1

Line 2

\* City

Select State...

\* Postal Code

United States

### Credit Card Information

\* Name As It Appears On Card

\* Card Type

\* Card Number (no dashes or spaces)

\* Expiration

\* Security Code [\(what is this?\)](#)

[previous](#) [cancel this order](#)

If you did not log in with your Bethel Blink account, you will be prompted to upload a consent form with your signature. This is a legal requirement to have your signature before we can release your transcripts.

If you are having trouble uploading your consent form, please call (847)-716-3905 for customer support. You can also call the Bethel Registrar's office at 651-635-8525.



## Sending to a specific Email Address

**“if intended recipient is not displayed, click here for other delivery options.”**

When you select **“click here for other delivery options”** The following screen will appear. Select “yes” to enter an email address.


**Recipient Info**      Recipient Info   Order Options   Verify Order   Payment   Receipt

Concordia University St. Paul wasn't found within the electronic transcript delivery network.

Do you know and want to use an email address to identify your intended recipient?

Yes   ←    No

- Selecting YES will enable electronic delivery of your transcript
- Selecting NO will allow you to input an address to mail the transcript via U.S. First Class Mail (depending on institutional policy, express mail services may also be available at an additional cost).

 Please be assured your transcript will never be delivered by email. An email notification will be sent to the recipient with instructions on downloading your transcript from a secure server.

[previous](#)   [continue](#)   [Cancel Order](#)

Enter the name of the person receiving the transcript, and their email address.

**Recipient Info**      Recipient Info   Order Options   Verify Order   Payment   Receipt

School / Organization  
Concordia University St. Paul

First Name\*      Last Name\*  
First name      Last name

Email Address\*      Confirm Email Address\*  
Theiremail@gmail.net      Theiremail@gmail.net

Please verify that your recipient will accept an electronic transcript and that you have entered the correct email address before continuing with this order.

The recipient will receive an email notification containing a link to obtain your transcript from our secure web server once the school has processed and sent your transcript. The link will expire after 14 days if the transcript has not been viewed.


[previous](#)   [continue](#)   [Cancel Order](#)

Next, verify the recipient name and email address.

**Recipient Info**      Recipient Info   Order Options   Verify Order   Payment   Receipt

Access to your transcript will be made available to: **First name Last name at Theiremail@gmail.net**

Once your order is processed by Bethel University (MN) an email message is sent to the recipient. This message contains information on accessing and opening your electronically delivered transcript from a secure website. The transcript is in the form of a PDF document.

 You should notify the recipient that they will be receiving email instructions to obtain your transcript. To ensure delivery of this important email message your recipient should add the email domain "@escrip-safe.com" to the list of safe senders in their email application.

[previous](#)   [continue](#)   [Cancel Order](#)

Select your Order Options. Be sure to note any special instructions in the Special Comments box.

**Order Options**      Recipient Info   **Order Options**   Verify Order   Payment

Select transcript type to be sent

**Recipient Information**  
Concordia University St. Paul  
Registrar's Office

**Order Summary**

Cost Per Request	\$3.00
Online Fee	\$3.00
Subtotal (this request)	\$6.00
Order Total (1 request)	\$6.00

**When should the transcript be sent?**

**Special Comments to the Registrar's office regarding your transcript order:**

[previous](#)   [continue](#)   [Cancel Order](#)

Now you can verify your order and go to checkout, add additional transcripts to your order, or upload documents to send with your transcript.

Please verify that transcript data entered is correct before continuing.

delete	edit	Recipient	Transcript Type	Send	Delivery Method	Quantity	Cost per Transcript	Online Processing Fee	Printing/ Handling Fee	Shipping/ Delivery Fee	Total
		Concordia University St. Paul	all work	now	Electronic-Network	1	\$3.00	\$3.00	\$0.00	\$0.00	<b>\$6.00</b>

Total: **\$6.00**

[upload documents](#)

[continue to checkout](#)

[add more transcripts to this order](#)

[Cancel Order](#)

- 1) If the sending information is correct, and your order is complete, click **continue to checkout**.
- 2) If you have more transcripts to order, click the **add more transcripts to the order** box. This will take you back to the Recipient Order Screen.
- 3) If additional documents are to be sent along with your transcripts, click the green **upload documents** box here and the screen below will appear. When upload is complete, select Done.

### Upload documents to be delivered with the transcript ×

Select a PDF  [Browse...](#)

[Upload Document](#)

**No documents have been uploaded**

**INSTRUCTIONS:**

You may add a maximum of 5 PDF documents, each with a maximum size of 2 MB.

The attached document(s) will be delivered to all recipients identified in this order.

If different recipients need to receive different (or no) attachments, separate orders will need to be placed.

[Done](#)

When your order is complete, the payment screen below will appear. Complete the billing information and click to submit your order.

The screenshot shows a 'Payment' screen with a progress bar at the top indicating the current step. The progress bar has five steps: 'Recipient Info', 'Order Options', 'Verify Order', 'Payment' (highlighted), and 'Receipt'. Below the progress bar, there are two main sections: 'Billing Address' and 'Credit Card Information'. The 'Billing Address' section includes fields for 'Line 1', 'Line 2', 'City', 'Select State...', 'Postal Code', and a dropdown for 'United States'. The 'Credit Card Information' section includes fields for 'Name As It Appears On Card', 'Card Type' (dropdown), 'Card Number (no dashes or spaces)', 'Expiration' (two dropdowns), and 'Security Code (what is this?)'. At the bottom of the form, there is a green 'submit order' button and two red links: 'previous' and 'cancel this order'.

If you did not log in with your Bethel Blink account, you will be prompted to upload a consent form with your signature. This is a legal requirement to have your signature before we can release your transcripts.

If you are having trouble uploading your consent form, please call (847)-716-3905 for customer support. You can also call the Bethel Registrar's office at 651-635-8525.

End of Process using a Specific Email Address  
for an Electronic Transcript Order

## Sending your Transcript to Yourself

If you are sending the transcript to yourself, select yes and click continue.

**Welcome to Bethel University.** If you attended Bethel after August 1984 we encourage you to order electronically for the quickest delivery. Electronic transcripts will be delivered within 2-3 business days from the time our office receives the request. Paper copies of your transcript are processed in 5 business days. Through this website, you will only receive official transcripts. If you need to order an unofficial transcript, you will need to submit the request via fax or mail through paper request. Please contact our office if you need an unofficial transcript at: 651-638-6572. If you attended more than one school within Bethel, we will send all Bethel transcripts, unless otherwise noted in the "comments" section of your request. If you have a hold on your account, we will only hold the transcript request for 90 days once received. Our office hours are Monday - Friday 9:00 am - 4:30 pm Central Time. Office phone number: 651.635.8734 and fax number: 651.635.1983. NOTE: Electronic transcripts sent to the recipient are considered OFFICIAL upon delivery, but become UNOFFICIAL if passed on to another recipient.

**Recipient Info**      Recipient Info    Order Options    Verify Order    Payment    Receipt

During your order you will be able to upload other documents.  
Let's get started.

**Are you requesting that this transcript be sent to yourself?**

Yes      ←

No

**Are you requesting that your order be processed immediately?**

Bethel University (MN) offers expedited service to process your transcript order. Please select one option below:

Routine Order:  
No expedited processing  
Transcript Cost: \$3.00

Rush Processing for transcripts:  
Your request will be sent out by the end of the next business day from the time our office receives the request.  
Transcript Cost: \$13.00

[continue](#)    [Cancel Order](#)

Select whether you wish to send an electronic transcript or postal mailed paper transcript.

**Recipient Info**      Recipient Info    Order Options

Bethel University (MN) recommends electronic delivery of your transcript.

The email address we have on file for you is [redacted]@bethel.edu. You may update this in [My Account](#) before you place your order.

You will receive an email notification containing a link to obtain your transcript from our secure web server once the link expires after 14 days if the transcript has not been viewed.

To ensure delivery of the email notification, please add the email domain "@escrip-safe.com" to your safe sender list.

Warning: Other parties may not accept a transcript sent directly to you.

[previous](#)    [continue electronic \(PDF\)](#)    [continue postal](#)    [Cancel Order](#)

Once you have verified you own mailing address/email address in the recipient order information, you will be directed to the [order options page](#) to complete your order.

If you have a question about the ordering service, login difficulties, submitting the consent form or email message notifications, **contact SCRIP-SAFE® International toll free at [1-847-716-3805](tel:1-847-716-3805), Monday – Thursday, 8:00am – 7:00 pm & Friday 8:00 -6:00pm (Eastern Time)**. You may also email inquiries to: [todsupport@scrip-safe.com](mailto:todsupport@scrip-safe.com).

For specific questions about the content of your transcript (courses, grades, degree, etc.), please contact the Office of the Registrar.

End of document