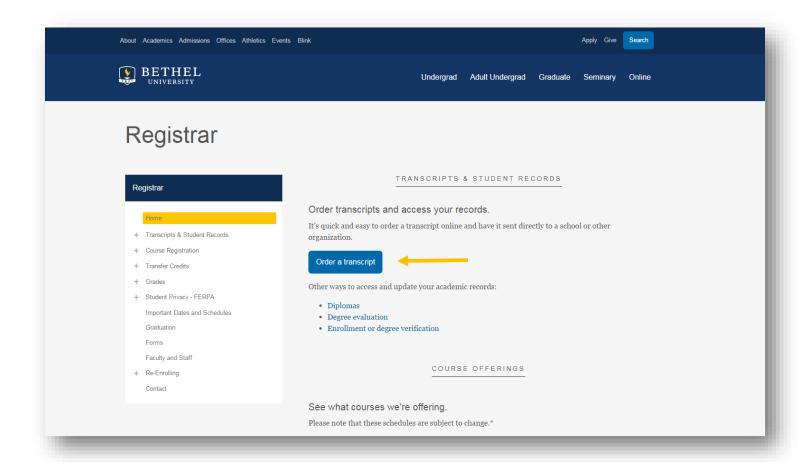
How to order your Electronic Official Transcript

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 <u>Transcript Request Form (pdf)</u> 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.

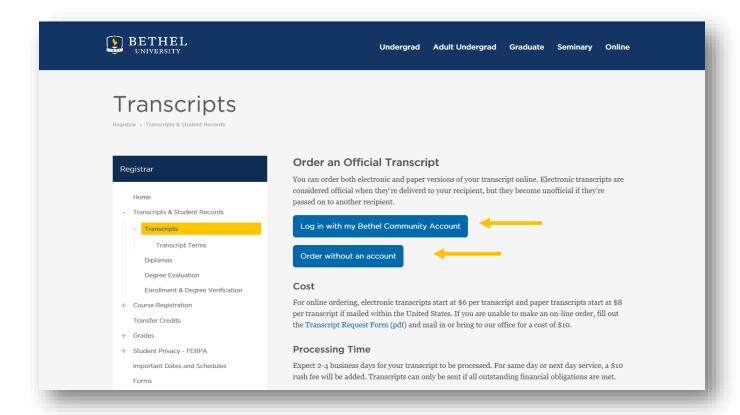
Rush charges apply if the transcript is requested to be sent the same or next business day. Official transcripts have a rush fee of \$10.00.

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

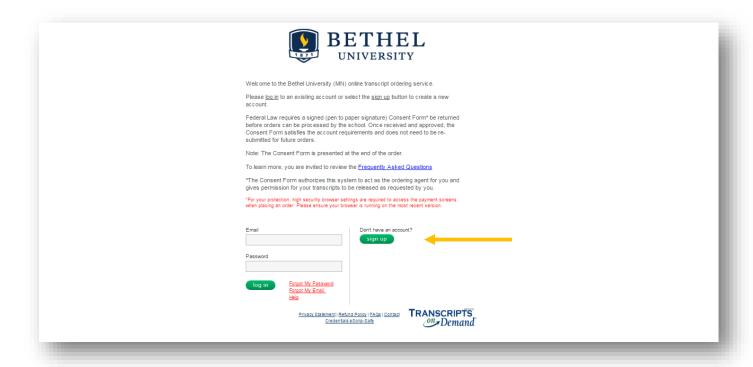
Go to bethel.edu/registrar. On the home page, you will link to order your transcript.



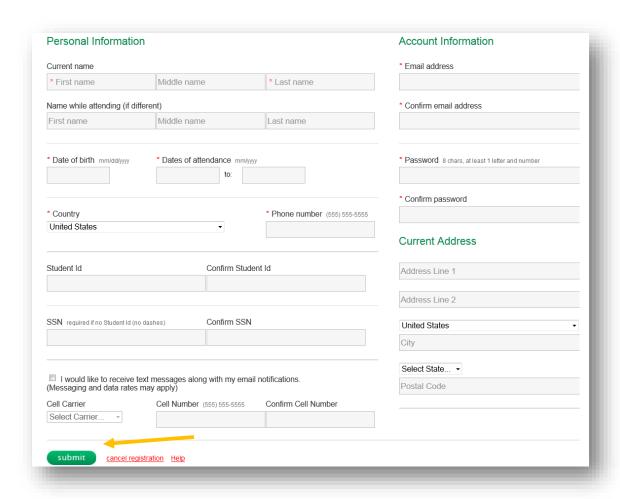
If you do not have an active Blink account, select Order without an account. (If you have an active Blink account, select Log in with my Bethel Community Account and skip to page 4, creating your order)



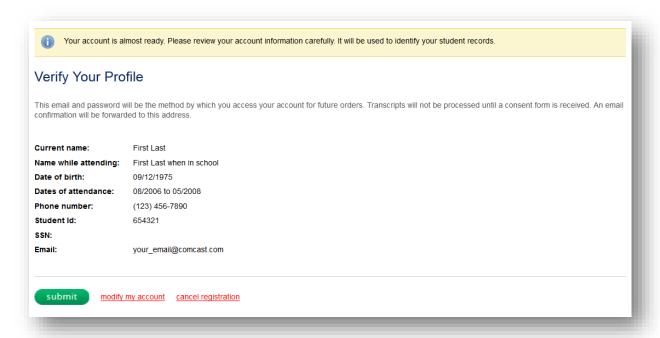
When you click Order without an account, you will be directed to <u>iwantmytranscript.com/bethel</u>. Select Sign Up.



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



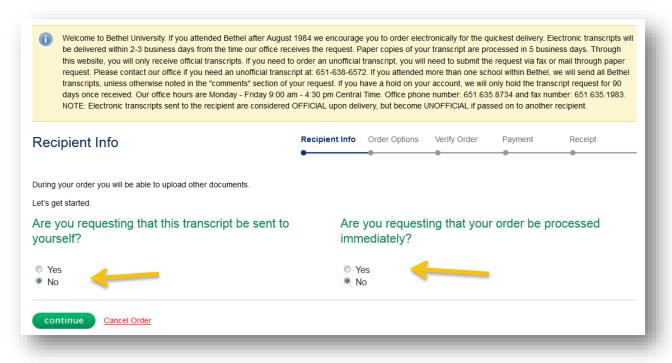
Next, verify your account information on the Verify Your Profile screen.



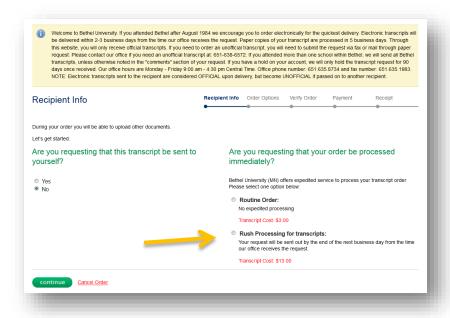
If information on the Verify your Profile screen is not correct, press **modify my account**. If you no longer want to continue, press **cancel registration**. If the information is correct, and you want to continue with your order, press submit. Once you submit this information, you can create an order.

Creating your Order:

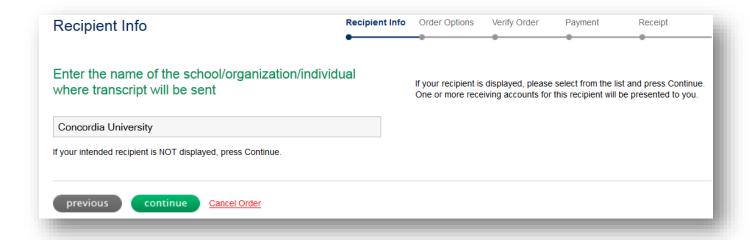
Complete the **Recipient Info** information. If you are sending to yourself, click here for further instructions.



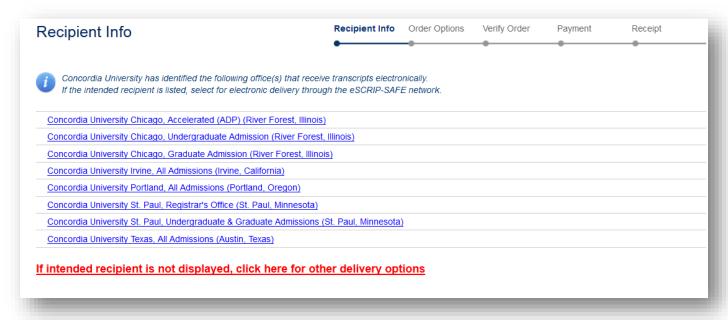
If a **Rush Transcript** in needed, choose **YES** and select Rush Processing in the drop down menu.



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

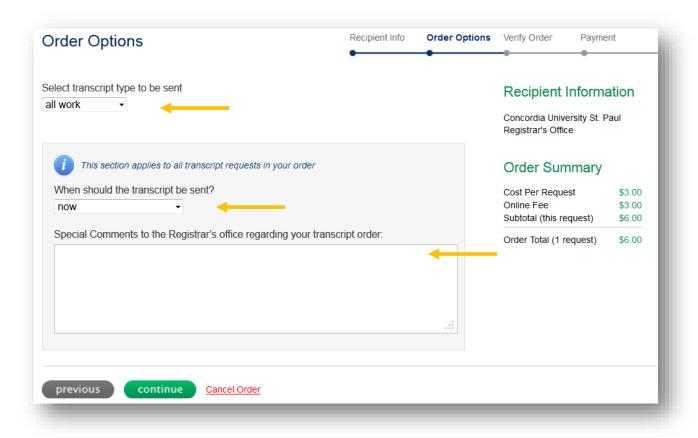


Choose the correct institution from the list that appears on the next screen.

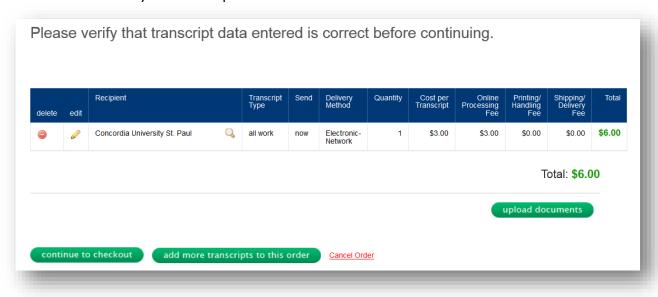


If your recipient is not listed, click, "if intended recipient is not displayed, click here for other delivery options." For instructions go to page 9 of this document.

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

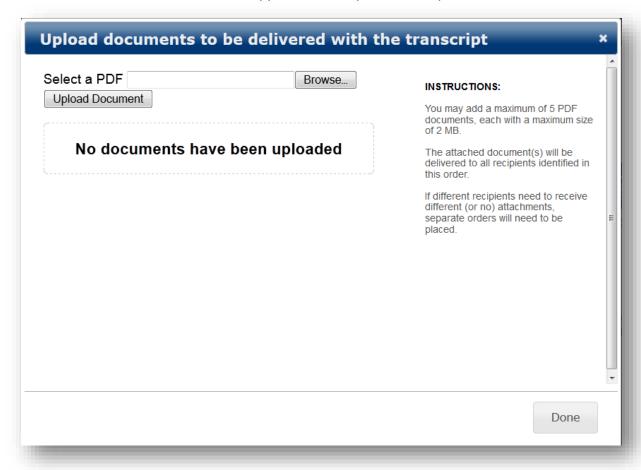


Now you can verify your order and go to checkout, add additional transcripts to your order, or upload documents to send with your transcript.

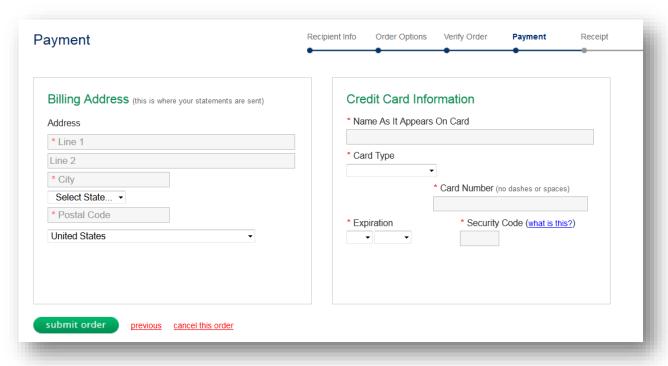


- 1) If the sending information is correct, and your order is complete, click continue to checkout.
- 2) If you have more transcripts to order, click the **add more transcripts to the order** box. This will take you back to the Recipient Order Screen.

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.



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



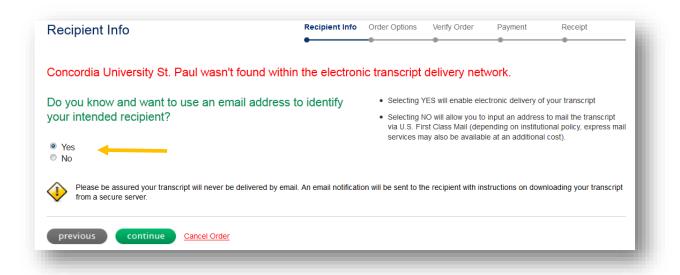
If you did not log in with your Bethel Blink account, you will be prompted to upload a consent form with your signature. This is a legal requirement to have your signature before we can release your transcripts.

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.

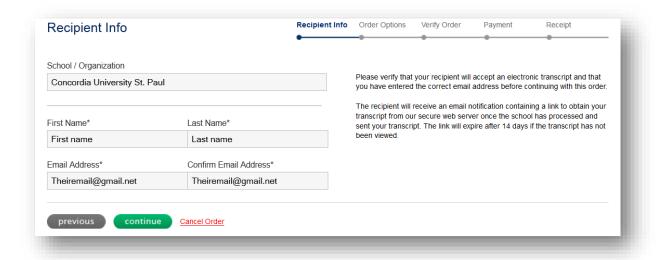
Sending to a specific Email Address

"if intended recipient is not displayed, click here for other delivery options."

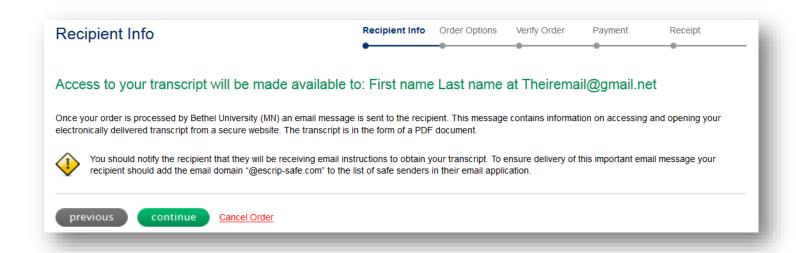
When you select "click here for other delivery options" The following screen will appear. Select "yes" to enter an email address.



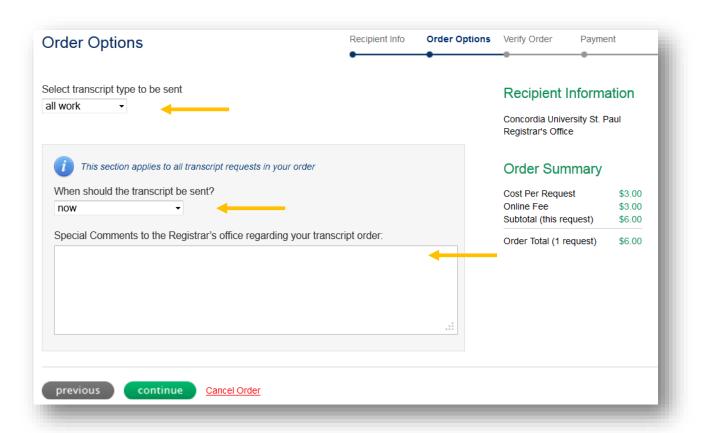
Enter the name of the person receiving the transcript, and their email address.



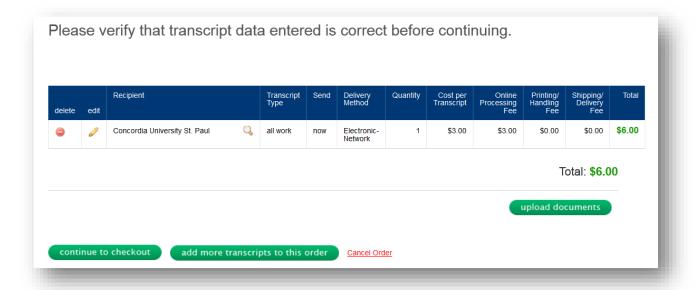
Next, verify the recipient name and email address.



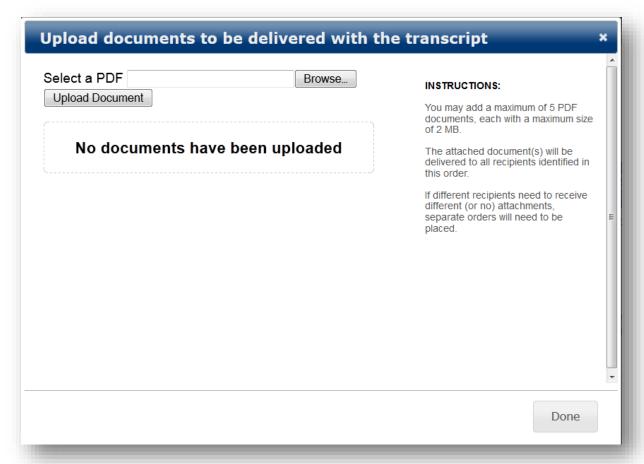
Select your Order Options. Be sure to note any special instructions in the Special Comments box.



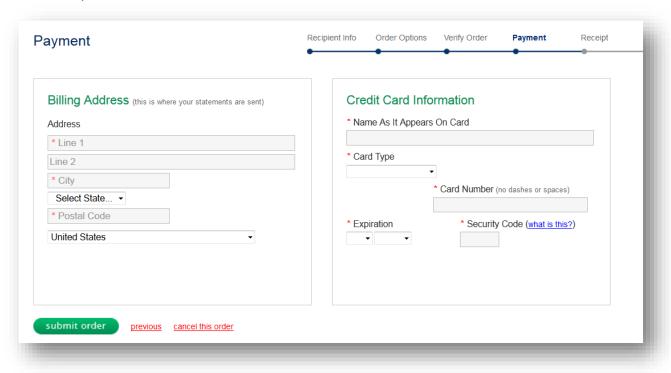
Now you can verify your order and go to checkout, add additional transcripts to your order, or upload documents to send with your transcript.



- 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.



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

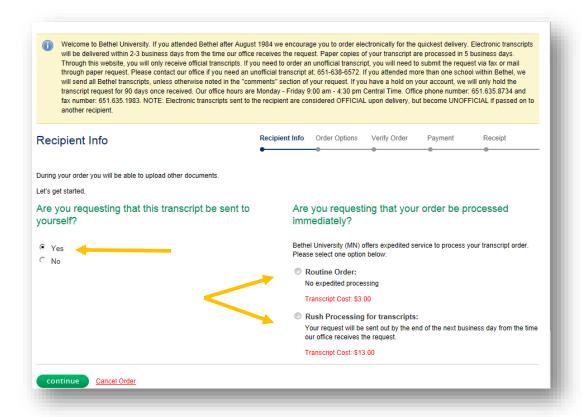
If you are having trouble uploading your consent form, please call (847)-716-3905 for customer support. You can also call the Bethel Registrar's office at 651-635-8525.

End of Process using a Specific Email Address

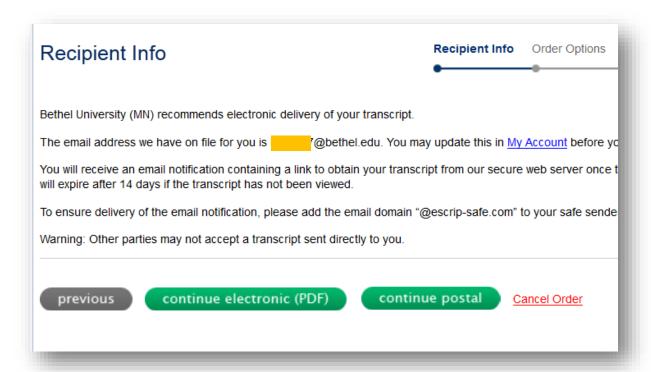
for an Electronic Transcript Order

Sending your Transcript to Yourself

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



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



Once you have verified you own mailing address/email address in the recipient order information, you will be directed to the <u>order options page</u> 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 <u>1-847-716-3805</u>, Monday – Thursday, 8:00am – 7:00 pm & Friday 8:00 -6:00pm (Eastern Time). You may also email inquiries to: <u>todsupport@scripsafe.com</u>.

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

End of document