

NEW Account - Paper Transcript Requests

Instructions for requesting Official Transcripts from Bethel University, Saint Paul, Minnesota.

Both electronic and paper versions of official transcripts are available for ordering online. Electronic transcripts starts at \$6 and are processed within 2-3 business days. Paper transcript costs vary and are processed within 5 business days (plus mail time). Printed unofficial copies are available from our office at no charge. However, a signature is still required to release your information.

To order a transcript:

If you have a Bethel Community Account (current students and alumni), your identity has already been verified. In this case, you can [click here to order with your Bethel Community Account](#).

If you no longer have access to your Bethel Community Account, you can sign up for an account with Transcripts On Demand at: <https://iwantmytranscript.com/bethel> to order your official transcript.

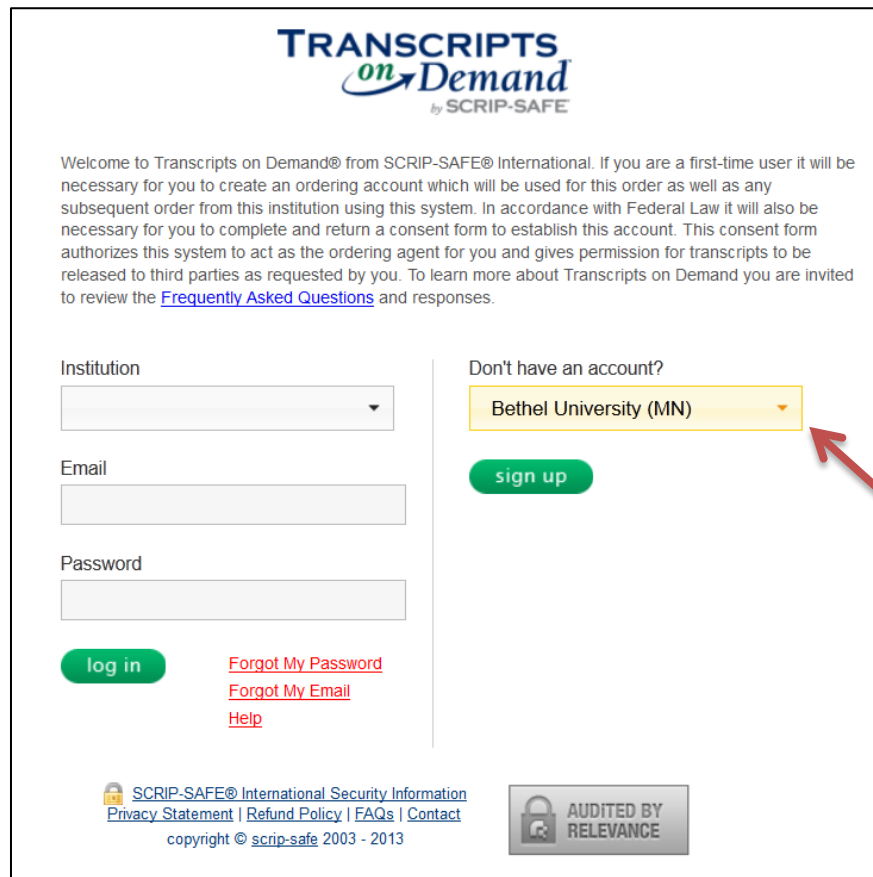
If your question is about the ordering service, login difficulties, submitting the consent form or email message notifications, **contact SCRIP-SAFE® International toll free at 1-847-716-3805, Monday – Thursday, 8:00am – 7:00 pm & Friday 8:00 -6:00pm (Eastern Time)**. You may also email inquiries to: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

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

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

Create Your Account

- 1) If you **don't have an account**, you will need to create one.
- 2) Starting with the drop down box labeled **Select school you attended**, and select **Bethel University (MN)**.
- 3) Then click **sign up**.



TRANSCRIPTS
on Demand
by SCRIP-SAFE

Welcome to Transcripts on Demand® from SCRIP-SAFE® International. If you are a first-time user it will be necessary for you to create an ordering account which will be used for this order as well as any subsequent order from this institution using this system. In accordance with Federal Law it will also be necessary for you to complete and return a consent form to establish this account. This consent form authorizes this system to act as the ordering agent for you and gives permission for transcripts to be released to third parties as requested by you. To learn more about Transcripts on Demand you are invited to review the [Frequently Asked Questions](#) and responses.


Institution


Email

Password

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

Don't have an account?

 [SCRIP-SAFE® International Security Information](#)
[Privacy Statement](#) | [Refund Policy](#) | [FAQs](#) | [Contact](#)
copyright © scrip-safe 2003 - 2013

 **AUDITED BY
RELEVANCE**

- 4) This will bring you to the screen called **Create Your Account**. 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:

* 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

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

United States

City

Select State...

Postal Code

submit

[cancel registration](#)

[Help](#)

- 5) Next, verify that all the information on the Create Your Account page is correct.

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](#)

- 6) If information 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**.

- 7) Begin your transcript request procedure using the **Recipient Info** screen below by answering these 2 questions.

 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

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](#)

- 8) If you select **Yes for the second question**, the screen below will appear.
- 9) Then on this screen, if a **Routine Order** is acceptable, select that option.
- 10) If a **Rush Transcript** is needed, choose **YES – process immediately**.

 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

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](#)

- 11) Once the payment method is determined, the following screen will appear.

- 12) 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

Someone's name

If your intended recipient is NOT displayed, press Continue.

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.

previous continue Cancel Order


13) If you want this transcript sent as a **paper copy** to be mailed or picked up, select **No** on the screen below.

Someone's name 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

14) Enter in the **name** and **mailing address** of the person who is to receive the transcript on the screen below.

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

Someone's name

Office or Department

* Address

123 Street

Line 2

Hometown

MN

12345

United States

Phone number (555) 555-5555

• Enter the name of the school/organization/individual where you would like your transcript sent.
• As you type, corresponding school/organization names in our system will be displayed. Continue typing to narrow the search.
• If your recipient is displayed, please select from the list, verify the address is correct and press Continue.
• If your intended recipient is not displayed, please enter the complete mailing address and press Continue.

previous continue Cancel Order

15) Select the **transcript type** on the screen below.

16) Type in the **number of copies** of the transcript you want sent.

17) Using the drop-down arrow, choose **when you want the transcript sent**.

18) Type in any comments or instructions that we need to know in the **Special Comments** box below.

Order Options

Recipient InfoOrder OptionsVerify OrderPaymentReceipt

Select transcript type to be sent
all work

Number of copies
1

This section applies to all transcript requests in your order

When should the transcript be sent?
now

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

Choose shipping method
☒ US First Class Mail (Domestic) \$2.00
US First Class Mail (Domestic). Please allow 5 business days to process your request.
☐ Student Pickup \$2.00
Please allow 5 business days to process your request.

Recipient Information

Someone's name
123 Street
Hometown, MN 12345

Order Summary

Cost Per Transcript\$3.00

Online Fee\$3.00

Shipping/Delivery Fee\$2.00

Subtotal (this request)\$8.00

Order Total (1 request)\$8.00

previous

continue

Cancel Order

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
		Someone's name	all work	now	US First Class Mail (Domestic)	1	\$3.00	\$3.00	\$0.00	\$2.00	\$8.00

Total: **\$8.00**

upload documents

continue to checkout

add more transcripts to this order

Cancel Order

19) If the sending information is correct, and your order is complete, click **continue to checkout**.

20) If you have more transcripts to order, click the **add more transcripts to the order** box.

This will take you back to the order screen.

21) If additional documents are to be sent along with your transcripts, click the **upload documents** box here and the screen below will appear. Follow the instructions for that process.

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

22) When your order is complete, the payment screen below will appear.

23) Complete the **billing information** and 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?)

submit order

previous

cancel this order

End of Process for a Paper Transcript Order