



Official Transcript Student Ordering Guide

Elisabeth Haub School of Law at Pace University transcripts **MAY NOT** be ordered in this method. To request and obtain a law school transcript, please reach out to the [Law School Registrar's Office](#). Their transcript ordering form can be located on their [Forms webpage](#).

Please be aware options and pricing listed in the screenshot references are subject to change by the National Student Clearinghouse.

Any additional questions or concerns regarding your transcript request that may not be covered by the following guide, can be best addressed by submitting a helpdesk/frontdesk ticket to the [Office of the Registrar](#) under the Transcript Requests category.

1. Visit the National Student Clearinghouse Transcript Ordering Site

Pace University has contracted with The National Student Clearinghouse to service all transcript requests for current students, former students, and alumni. This also includes our custodial institutions Briarcliff College, Bennett College, Good Counsel College, College of White Plains, and New York Medical College.

Elisabeth Haub School of Law at Pace University transcripts **MAY NOT** be ordered in this method. To request and obtain a law school transcript, please reach out to the [Law School Registrar's Office](#). Their transcript ordering form can be located on their [Forms webpage](#).

To order a transcript from Pace University please visit getmytranscript.com and enter PACE UNIVERSITY as the school you wish to order your transcript from, then click continue. If you attended one of our custodial institutions above please also enter PACE UNIVERSITY in this section.

The screenshot shows the 'Transcript Ordering Center' interface. At the top right, there is a logo for the National Student Clearinghouse and a 'Help' link. The main heading is 'Order a Transcript'. Below this is a green button labeled 'Learn How the Process Works >'. The central section is titled 'Select School' and contains a text input field with the placeholder 'Enter the school you want to request your transcript from'. The field contains the text 'Pace University' and has a green checkmark icon on the right. Below the input field is a link for 'Advanced Keyword Search'. At the bottom of the form is a green button labeled 'Continue >'.

2. Review the School Notification Page

Please review the school notification page for pertinent information related to transcript ordering. Any school closures or important transcript related messages will be included on this page.

School Notifications

PLEASE REVIEW ALL INFORMATION BELOW PRIOR TO BEGINNING YOUR ORDER TO ENSURE YOUR TRANSCRIPT ORDER IS SUCCESSFUL. THANK YOU!

Elisabeth Haub School of Law at Pace University transcripts **MAY NOT** be ordered through this method. To request and obtain a law school transcript, please reach out to the [Law School Registrar's Office](#). You can access their transcript request form [here](#).

For current or recently graduated students: **DO NOT** place a transcript order until you have **verified that all grades and degree information has been posted** onto your unofficial transcript on the [Pace Portal](#). **Transcript orders ARE NOT HELD for pending grades or degree conferral.**

For students who enrolled in Pace University prior to 2005: Your request may require additional processing time for record review and/or research. Please note, giving inaccurate information on the Clearinghouse transcript request form **will impact** the output of your record. If you do not recall, or know your University ID please provide your social security number when prompted.

Transcript Processing Hours: Monday - Friday 9:00 AM to 5:00 PM EST

Pace University has contracted with the National Student Clearinghouse for transcript order and delivery services for all students and Alumni. You will receive email notifications regarding your request.

For name change requests: If your name has changed since you attended Pace University and you need your new name to appear on your transcript, you must submit a [General Change Form](#) along with the required documentation prior to submitting your transcript request. Once you receive confirmation that your name has been changed, you may submit your transcript request.

Additional Notes:

- Official PDF transcripts emailed to yourself **may not** be accepted as **official** if forwarded to another party. If you require an Official PDF for Third Party purposes, please ensure the third party is entered as the recipient of the transcript.

Once reviewed you may begin your order by clicking Order Transcript at the bottom of the page.

Clearinghouse Notifications

- **Electronic Transcripts** - Must be retrieved **using a desktop or laptop computer** due to security features applied to the document. Mobile device and tablet access to the Download Center is blocked.
- **Payment** - If a cost is involved, payment will be accepted with any major credit card or debit card. Your credit or debit card is not charged until your school sends your transcript(s). However, if you use a debit card, your bank may put a hold on your funds when we pre-authorize your payment. If you have any questions about a pre-authorization, please contact your bank.

[Learn How the Process Works >](#)

Terms of Use

- **Permitted Use of Service** - The public ordering site is designed and intended to be used exclusively by students and alumni ordering their own transcripts. Any use of the service outside of this specific purpose is strictly prohibited and constitutes a violation of our [Terms of Use](#) which may result in potential legal action.
- **Your Information** - The personal identifiers you provide as part of your order, which may include your social security number and/or student ID, will be transmitted to your institution to locate your education records and create your transcript. By providing such information, you authorize the use and disclosure of the provided personal identifiers for this purpose.

[Order Transcript\(s\) >](#)

[View Transcript Order Status](#)

3. Entering Your Personal Information Page 1

Begin your order by entering your identifying information

1 Enter Personal Information 2 Select Transcript and Delivery Details 3 Confirm Order and Checkout

Enter Personal Information

Personal Information All fields required, unless otherwise indicated

First Name Middle Name (Optional) Last Name

Date of Birth (MM/DD/YYYY) Has your name changed since attending school? YES NO

Student Identification Information One of the following is required

Student ID (U ID) Confirm Student ID (U ID) Dashes are not allowed

OR

Social Security Number Confirm Social Security Number XXX-XX-XXXX XXX-XX-XXXX

Are you currently enrolled at Pace University? YES NO

You must provide either your student UID Number (ex. U0123xxxx) or your Social Security Number (ex. 123-45-xxxx); you will need to enter this number twice.

If you are not a current student, and asked for your years of attendance, an estimate of years is sufficient to place your order. We will identify your record with a combination of your identifying details and the years provided.

Please note: If your name has changed since you attended Pace University and you need your new name to appear on your transcript, you must submit a [General Change Form](#) along with the required documentation **prior to submitting your transcript request**. Once you receive confirmation that your name has been changed, you may submit your transcript request.

If you receive the message “Your School Was Unable to Find Your Record” please review the information you have provided for any typos or inverted numbers. Date of birth is required in MM/DD/YYYY format.

OR

Social Security Number
XXX-XX-XXXX

Confirm Social Security Number
XXX-XX-XXXX

Are you currently enrolled at Pace University?

Year From Year To
YYYY YYYY

 **Your School Was Unable to Find Your Record**

We are having trouble locating your student records with the personal information provided. Your request may require further research by your school with the information entered above. Please reconfirm the information entered.

Do you want to edit the personal information you entered above?

If you have entered all your details correctly and you still receive the message, please continue placing your order by selecting "NO" to the question "Do you want to edit the personal information you entered above". This will allow you to continue with your order.

Once complete your order will be reviewed by our staff manually to locate your student record. If there are any issues, or we are unable to locate your record you will be contacted by our staff via the email you place your order with.

4. Entering Your Personal Information Page 2

Enter your contact information on this page.

Enter Personal Information

Contact Information All fields required, unless otherwise indicated

Address 1
Street number and name or PO Box

Address 2
Building, campus box, floor, apt, suite (Optional)

City State/Territory/APO

Zip/Postal Code Country

Email Confirm Email

Phone Number
(000) XXX-XXXX

To receive NSC Msg updates to this phone number, you must Opt-in by selecting 'YES' below. You may receive up to 5 transcript text status updates for each recipient order. Message and data rates may apply. If text messaging is requested, you will receive an Opt-in confirmation message. For help text HELP. To cease messages, text STOP. Texting STOP will stop all text messages to the Opted-in mobile phone number for all existing transcript orders. Do you agree to Opt-in? [Terms of Use and Privacy Policy](#)

Allow the school to use this information to update their records?

You will receive updates regarding the status of your order to email address you provide here. Please make sure the email address you enter on this page is valid and one that you access regularly.

You can also choose to receive text messages in this section

5. Attendance Details

You can provide further details regarding your attendance on this page.

Schools / Programs Attended (Optional)		
☐ New York City Campus	Begin Year YYYY	End Year YYYY (Optional)
☐ Pleasantville Campus	Begin Year YYYY	End Year YYYY (Optional)
☐ White Plains Campus	Begin Year YYYY	End Year YYYY (Optional)

Degree / Certificate Titles and Award Years (Optional)	
Degree / Certificate Title (Optional)	Award Year YYYY (Optional)
Degree / Certificate Title (Optional)	Award Year YYYY (Optional)
Degree / Certificate Title (Optional)	Award Year YYYY (Optional)
Degree / Certificate Title (Optional)	Award Year YYYY (Optional)

For students who attended Pace University prior to 1985, there may be delays in the processing time as these records require additional research. Please provide additional information regarding which campus you attended, your degree received, and year awarded, if applicable.

If you do not recall specific details about your attendance, you may leave this page blank and continue your order. However, please be aware if we are unable to locate your student record your order may be delayed and we will request more information via email.

6. Selecting Transcript Recipient Page 1

Once you complete your personal information and attendance details you will be asked to select a recipient type.

Select Transcript and Delivery Details

Recipient All fields required, unless otherwise indicated

According to the Family Educational Rights and Privacy Act (FERPA), in certain instances, schools must obtain the student's permission in order to release information from his or her educational records. The type of consent form that is required is determined by recipient type.

Who can you send your transcript to?

- College or University
- Education Organization, Application Service, Scholarship and Professional Licensing
- Employer or Other
- Myself

Please be aware, if a third party is requesting your transcript be sent to them directly you should select the appropriate recipient type for that party. For example if the transcript is needed for Admissions into another institution please select College or University.

Official PDF transcripts emailed to yourself **maynot** be accepted as **official** if forwarded to another party. Please verify with the party requesting your transcript if you are unsure. of what they will accept.

7. Selecting Transcript Recipient Page

Once you select a recipient type you will then be asked to enter or select the recipient from a list of recipients that regularly utilize the National Student Clearinghouse.

Selecting an institution or organization from the provided list sends the transcript to a predetermined email or address that was provided to the National Student Clearinghouse by the institution or organization. **Please confirm with your institution or organization where the transcript should be submitted prior to placing your order.**

If your recipient is not available on the list **OR** has specified that they would like the transcript to go to a specific email or address you should select **NOT IN LIST**. This will allow you to enter the institution or organization manually. Their address will be available to enter on a later page.

Recipient All fields required, unless otherwise indicated

According to the Family Educational Rights and Privacy Act (FERPA), in certain instances, schools must obtain the student's permission in order to release information from his or her educational records. The type of consent form that is required is determined by recipient type.

Who are you sending your transcript to?

College or University

Country

United States

State/Territory/APO

New York

Enter and select the school you are sending your transcript to

Not in List

[Advanced keyword search to find school](#)

Enter School Name

Department Name

(Optional)

Cancel Order

Continue

Please Note: You should not enter Pace University as the recipient of your order unless you have been specifically asked to send an official transcript to a Pace University office or representative.

All transcript orders are received and processed by the Office of the Registrar. The recipient provided on your order should be the intended party you wish to receive your official transcript.

8. Selecting Transcript and Delivery Details

After entering your recipient, you will be asked to select your reason for ordering and delivery method.

Processing Details All fields required, unless otherwise indicated

When do you want your transcript processed?

Current Transcript - Process As Is

NOTE: This option is for students and alumni who want their transcript processed and sent as it is today. It will reflect your grades through your last or latest term.

Why are you ordering your transcript?

Admission

Delivery Information

How do you want your transcript sent?

Electronic

Mail/United States

Mail/International - \$5.00

Express/United States - Shipping rate displayed after address is entered

Express/Canada & Mexico - Shipping rate displayed after address is entered

Delivery fees are set by the National Student Clearinghouse and are subject to change

If you have selected a recipient from the predetermined list and do not see multiple delivery options, this means the recipient has requested a specific delivery method as per the example below. If you were given instructions by the recipient to have your transcript sent via a different method, please click the PREVIOUS button to return to the recipient selection page and select NOT IN LIST to manually enter the third party's information. You will then receive the full list of options above.

Send To: NEW YORK UNIVERSITY

Processing Details All fields required, unless otherwise indicated

When do you want your transcript processed?

NOTE: This option is for students and alumni who want their transcript processed and sent as it is today. It will reflect your grades through your last or latest term.

Why are you ordering your transcript?

Delivery Information

How do you want your transcript sent?

☒ Electronic

9. Electronic Exchange Delivery

Some schools or organizations have opted for Electronic Exchange Delivery with the National Student Clearinghouse. If this is applicable to your recipient, the below Term's and Conditions will appear after selecting the electronic delivery method.

School's Terms and Conditions:

Transcript will be sent by Electronic Exchange (ETX). Please ensure that your specific recipient will accept ETX transcripts. Your official transcript will be delivered as an electronic file to a secure mailbox accessible only to your recipient institution. PLEASE NOTE: If you were instructed to send your electronic transcript to a specific email address or do not see the recipient department listed, please click the "Previous" button below, then click OK to get back to the Department field. Select Not in List. You can then proceed with your order and select your preferred delivery method, including Electronic.

I have read and accept my school's terms and conditions for the delivery method of Electronic?
Acceptance to the Terms and Conditions is required.

Please be sure your institution or organization still has access to receive your transcript via this method. If they cannot receive transcripts via Electronic Exchange, or are unsure, you

should **follow the instructions for selecting NOT IN LIST** so that you may provide the exact email or address for the recipient to ensure they receive the transcript directly.

10. Transcript Order Attachments

If you have a document that must be attached with your transcript or completed by the Office of the Registrar, you may attach it to your order after selecting a delivery method.

The screenshot displays a web form for transcript orders. The first section, titled "Delivery Information", contains two dropdown menus. The first menu, "How do you want your transcript sent?", has "Electronic" selected. The second menu, "How many copies do you want?", has "1 copy = \$7.25" selected. Below these is a section titled "School's Terms and Conditions:" which contains a paragraph of text explaining the electronic delivery process and liability. At the bottom of this section are two buttons: "YES" and "NO". The second section, titled "Upload Attachment (optional)", contains the question "Do you want to send additional documents with your transcript?". Below this question is a green button labeled "Add File" with a plus icon, and a small information icon (i) to its right.

Delivery Information

How do you want your transcript sent? Electronic

How many copies do you want? 1 copy = \$7.25

School's Terms and Conditions:
Shortly after your request is processed by your school, your transcript recipient will be emailed a link to a secure Internet page where he or she can retrieve your official transcript. Upon that email notification, your credit card will be charged. The National Student Clearinghouse will guarantee that your recipient is notified that your transcript is ready for retrieval at the email address you provided when you placed the order; however, we cannot be responsible for whether or not your recipient retrieves or accepts the transcript. Because this is a new technology, we suggest that you contact your recipient and verify that he or she is willing to accept your transcript via this delivery method. The accuracy and correctness of the electronic transcript is solely the responsibility of your school.

I have read and accept my school's terms and conditions for the delivery method of Electronic?
Acceptance to the Terms and Conditions is required.

YES **NO**

Upload Attachment (optional)

Do you want to send additional documents with your transcript?

Add File **i**

Forms that require completion by your academic department should be submitted to them directly and can be attached after their portion is complete.

Cover letters may also be attached if you require details such as an explanation of alternate name, application ID, or identification number attached to your transcript.

If you require your current name to appear on your transcript, you must submit a [General Change Form](#) along with the required documentation **prior to submitting your transcript request**. Once you receive confirmation that your name has been changed, you may submit your transcript request.

Please note: We are not able to forward official documents that cannot be authenticated by our office. This includes state licenses, transcripts or diplomas belonging to other institutions, etc. If you would like to verify if something can be sent with your transcript prior to placing your order please contact us directly.

11. Recipient Details

After selecting the delivery method, you may be asked to enter the recipient's contact information.

Please be sure to verify the recipient's information before placing your order to ensure delivery is successful.

Electronic Delivery:

Send To Information All fields required, unless otherwise indicated

Send To Name

RECIPIENT NAME

Enter the Email Address where you want the transcript delivered.

Send To Email Address

recipientemail@gmail.com

Confirm Send To Email Address

recipientemail@gmail.com

Mail/Express United States:

Recipient Delivery Information All fields required, unless otherwise indicated

RECIPIENT NAME

Attention

Individual

(Optional)

Recipient Country

United States

Recipient Address

Street number and name or PO Box

Address 2

Building, campus box, floor, apt, suite (Optional)

City

New York

State/Territory/APO

New York

Zip/Postal Code

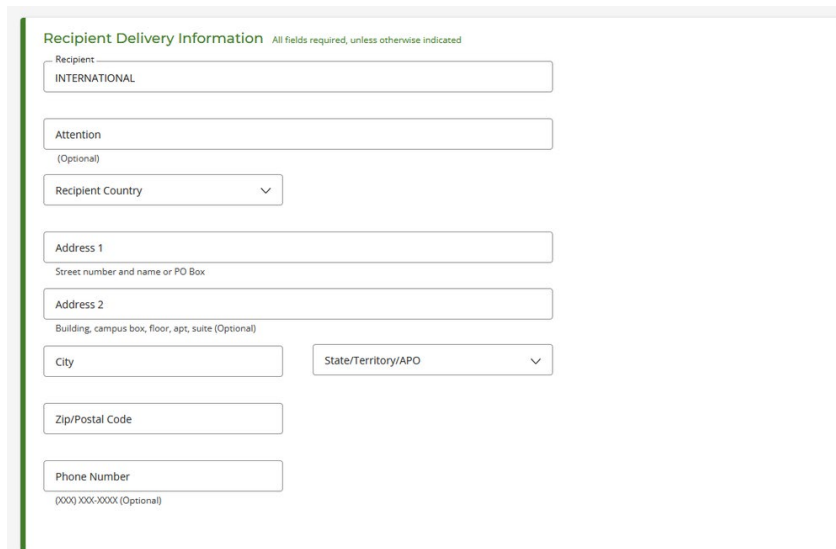
10038

Phone Number

(XXX) XXX-XXXX (Optional)

Mail or Express United States delivery options will have United States preselected in the Recipient Country box. If you need your transcript sent internationally please return to the delivery method and select the appropriate International option. If you enter an international address via this method your mail order will be returned as undeliverable by the postal service.

Mail/Express International:



The form is titled "Recipient Delivery Information" with a note "All fields required, unless otherwise indicated". It contains the following fields:

- Recipient:** A text box containing "INTERNATIONAL".
- Attention:** A text box with the label "(Optional)" below it.
- Recipient Country:** A dropdown menu with a downward arrow.
- Address 1:** A text box with the label "Street number and name or PO Box" below it.
- Address 2:** A text box with the label "Building, campus box, floor, apt, suite (Optional)" below it.
- City:** A text box.
- State/Territory/APO:** A dropdown menu with a downward arrow.
- Zip/Postal Code:** A text box.
- Phone Number:** A text box with the label "(XXX) XXX-XXXX (Optional)" below it.

Mail or Express International delivery options will not provide an option for the United States as a Recipient Country. If you need your transcript sent within the United States please return to the delivery method page and select the appropriate United States delivery option. If you enter a US address via this method and submit your order your mail order will be returned as undeliverable by the postal service.

We do not review individual recipient addresses and do not have the ability to update mailing addresses once an order is submitted.

12. Reviewing the Transcript Order

Once you complete the recipient details you will be given the opportunity to review your order. At this point you can still go back and edit any errors you may see on your order.

If you require your transcript sent to an additional party you may add an additional recipient at this step by selecting Add Recipient. This will start a second order from the Recipient selection page so that you do not have to enter your personal information again. You will then be able to review all recipients once you return to this page.

Once you review your order and ensure everything is accurate, you can continue by clicking checkout.

Checkout

Pending Order Details

Add Recipient

Edit

Remove

Recipient: RECIPIENT

Recipient Address:
1 PACE PLZ
NEW YORK, NY 10038-1502

Total Fee for this Recipient:

\$9.80

Processing Option:

Current Transcript - Process As Is

Delivery Method:

Mail/United States ⓘ

Quantity:

1 copy

Transcript Quantity Fee:

\$7.65

Shipping and Handling Fee:

\$2.15

Total Fee for Order: \$9.80

Cancel Order

Checkout >

13. Consent Form

You must sign a consent form to release your transcript; this authorizes Pace University to send your transcript

Sign Consent Form All fields required, unless otherwise indicated

A signed consent form is required to release your transcript. If we do not receive your consent form within 30 calendar days from the date you submit your request, your order will be canceled, and you will not be charged.

Requestor: .

Order Number:

Transcript Recipient(s)

Electronic Consent Form

The fastest way to submit your consent form is electronically. Use your finger or mouse to draw your signature in the box. After you submit your signature, you may download a signed copy of the consent form for your records prior to providing payment in the next step.

Need Help Signing? ⓘ

Sign Here

Sign Here

Signature Date:

By submitting this signature, I, . , certify that I am the above-named student and my electronic signature provided on this form is authentic and has the same validity and legally binding effect as signing this consent form by my hand in ink.

Clear Signature

Accept Signature

You can choose to sign the consent form electronically as per the above or download a printable consent form.

If you choose the PDF consent form, you will have to email or mail the form to the National Student Clearinghouse. Your transcript **will not be processed until the form is received** via the methods offered by the National Student Clearinghouse.

and has the same validity and legally binding effect as signing this consent form by my hand in ink.

Printable Consent Form

You must '**Continue**' to the payment page after downloading the consent form to complete this order. If you do not continue to payment, your order will NOT be processed.

If you would prefer to provide a signed paper copy, you may [download a copy of the consent form](#) and either mail a copy to National Student Clearinghouse or provide a scanned copy in an e-mail attachment. Your order will be canceled if a consent form is not received within 30 days.

14. Transcript Payment

There is a standard transcript fee of \$7.65 per transcript, additional fees apply for mail and express shipping.

Payment Details All fields required, unless otherwise indicated

Accepted Credit Cards:

Card Holder Name

Card Number

Expiration Date

CVV

Do you want to use your contact address as your billing address?

Address 1

Street number and name or PO Box

Address 2

Building, campus box, floor, apt, suite (Optional)

City

State/Territory/APO

Zip/Postal Code

Country

Selecting 'Submit Order' will transmit your payment information to [First Data Corp.](#), a third party payment processing provider. First Data will only share your name, address, or e-mail address with National Student Clearinghouse.

Payment can only be made by credit/debit card on the National Student Clearinghouse webpage. You will not be able to complete your order until the payment is submitted.

Your credit or debit card is not charged until your transcript has been sent. The transaction may appear on your account as a pending fee charge until the transcript has been processed.

If you use a debit card, your bank may put a hold on your funds when we pre-authorize your payment; please contact your bank for questions about the pre-authorization.

If for any reason your transcript request is cancelled by our office you will not be charged for the transcript. Any pending fee will be removed from your account within 3-5 business days.

15. Order Confirmation

Once your order is successfully placed you will be taken to the Order Confirmation page. On this page you will receive your order number for reference and tracking.

Order Confirmation

Requestor Information

Order Number:

13049344

School:

Pace University

Name:

Order Date:

02/23/2026 02:42 PM ET

Recipient Order Details

Recipient:

Email: TRANSCRIPTVERIFY@PACE.EDU

Total Fee for this Recipient:

\$7.65

Processing Option:

Current Transcript - Process As Is

Delivery Method:

Electronic 

Quantity:

1 copy

Transcript Quantity Fee:

\$7.65

Total Fee for Order: \$7.65

Your credit card will not be charged until transcript(s) are sent. The charge for this transaction will appear on your credit card statement as 'Student Clearinghouse'. An order confirmation will be sent to transcriptverify@pace.edu. Thank you for your order!

You will also receive a confirmation email to the email address you provided on the Personal Information page.

This e-mail was sent from a notification-only address that cannot accept
incoming e-mail. Please DO NOT reply to this message.

Was the ordering process easy? Share your experience using the Clearinghouse Transcript Ordering site and complete a short survey at
<https://demosecure.studentclearinghouse.org>

This is to confirm your transcript order. You can track your transcript order by entering the order number on this email and the email address you used to
place the order on the following web page:
<https://staging-tsorder.studentclearinghouse.org/TrackOrder>

Learn How the Process Works- <https://theclearinghouse.download/toprocess>

ORDER DATE: 02/23/2026 2:42 PM ET
ORDER #: 13049344
SCHOOL: Pace University (002791-00)

This email also includes the link to the [order tracking website](#) where you can track the status of your order, with the order number you are provided and the email you place your order with.

Additional status emails will be sent as your transcript is processed.