

How to Order an Official Transcript as a PDF

Note: PDF transcripts are only available for students who attended WSU from 1993 to present. Please do not place your order as a PDF if you attended prior to 1993.

Step 1: Please go to: www.transcripts.wsu.edu in your web browser.


Step 2: Click “here” to begin your online transcript order.

To order ONLINE click [here](#).

Step 3: Click “Begin Order” to proceed with the online ordering process. Online ordering is generally very quick and it should not take long to place your order.

The screenshot shows the Washington State University Transcript Ordering Services page. At the top left is the WSU logo, and at the top right is the text "Washington State University Pullman, WA". The main heading is "Transcript Ordering Services" with the sub-heading "Washington State University". Below this, a warning states: "Do not use browser back or forward buttons. Your session will time out after 60 minutes of no activity." A prominent yellow "Begin Order" button is centered. Below the button is a section titled "Information from Washington State University" with a note: "Please ensure you check that your grades, degrees, and other academic awards for Fall 2017 have been posted prior to ordering your official transcript." A vertical list of five red buttons with white text and right-pointing triangles is shown: "Pricing and Payment", "Authorization Info", "Ordering Overview", "Electronic Transcripts", and "FAQs". The footer contains the "Credentials Solutions" logo, copyright information for 2018, and links for "Transcripts FAQs", "Privacy Policy", and "Customer Service".

Step 4: Complete your personal information on the “Student Information” page. On the first section, please enter either your nine digit student ID number or your social security number. You do not need both. Estimate your dates of attendance, it does not need to be exact. Lastly, please enter your date of birth as MM/DD/YYYY.



WASHINGTON STATE
UNIVERSITY

Washington State University
Pullman, WA

Student Info Order Options Recipient(s) Summary Payment

Student Information

Information needed to locate your records

Student ID

Social Sec # Either SSN or Student ID must be specified

Attended From Year *Required

Attended To Year *Required

Birth Date *Required

Step 5: Enter your name as it appears in Washington State University records. Please provide your name as it was when you attended, this will allow your order to be processed through more quickly.

Enter names as they exist in the school records

First Name *Required

Middle Name

Last Name *Required

Suffix Jr, Sr, etc.

Other Last Names

Step 6: Enter your current address information. This will not determine where the transcript is sent to.

Enter your current address

Country

Current Address *Required

City *Required

State * Required Only for United States, Canada, Mexico, and Australia

ZIP Code

Step 7: Enter your current contact information. The information provided will be used to contact you about your order in case of any problems. When done, click NEXT to proceed to the next screen.

Communication Information

Email Information - Required to send order receipt and status updates

Email Address *Required

Verify Email *Required

To avoid problems, please be sure that mysupport@credentialssolutions.com is in your address book.

Telephone Information

Telephone Country

Telephone # *Required

U.S. numbers must be entered as: NNN-NNN-NNNN
Enter N/A if no phone number is available

Cell Phone Info - Optional (U.S. numbers only)

To also be notified about order status via text messages to your cell phone, enter your information below. Any message charges are your responsibility.

Cell Phone No.

Verify Cell Phone No.

U.S. Phones Only - Enter as NNN-NNN-NNNN

Cell Phone Co.

Step 8: On the next screen, choose “Regular Request (Official)-Deliver to Recipient” and then click NEXT.

WASHINGTON STATE UNIVERSITY Washington State University
Pullman, WA

Student Info **Order Options** Recipient(s) Summary Payment

Please choose a service for this order

Regular Request (Official) – Deliver to Recipient

\$10.00 per copy
Transcript(s) are mailed within 5 business days.
Please allow for mailing time.

Regular Request (Official) – Pickup

\$10.00 per copy
Pick up after 3:00pm on the business day following when the order is marked complete.

Step 9: On the next screen, choose “Enter Recipient Manually” from the list and then click NEXT.

WASHINGTON STATE UNIVERSITY

Washington State University
Pullman, WA

Student Info Order Options **Recipient(s)** Summary Payment

A valid mailing address must be provided for all transcript requests from Washington State University; this includes any transcript that will be sent using an electronic delivery option. If your order is eligible for an electronic delivery option, you will be shown that option **after** you have provided an address for the recipient.

Please choose a type of recipient

- Search our Recipient Table
Choose this option to search recipients that are already set up in our system.
This is the only way to find colleges or universities who receive transcripts electronically.
- Myself
- Select an Application Service
Choose this option for Application Services such as AMCAS, LSAC, PHARMCAS, etc.
- Direct Access Code Lookup
Choose this option if you were provided with a "Direct Access Code" by your recipient.
- Enter Recipient Manually**

Next

Step 10: Select the type of recipient. When choosing “this recipient is” you **must** select “a business or other third party.” Otherwise, the PDF option will not be available.

Step 11: Enter the contact information and physical address for the person you are sending the transcript to. If you are sending the transcript to yourself, enter in your own information again. Select NEXT.

WASHINGTON STATE UNIVERSITY

Washington State University
Pullman, WA

Student Info Order Options **Recipient(s)** Summary Payment

Please enter or verify/correct the information shown below.

Transcript Recipient 1

Delivery Address

This recipient is **A business or other third party**

Country: UNITED STATES Change Country

Attention/Department: *Required

School/Institution/Company

Address 1: *Required

Address 2

City: *Required

State: *Required Only for United States, Canada, Mexico, and Australia

ZIP Code: City/State/Zip Help

Telephone #: *Required

Enter N/A if not known Telephone Help

Step 12: The PDF delivery method should now appear. Select “PDF Transcript Downloaded by Third-Party Recipient.” Then, enter the email address for the recipient of your transcript recipient. Click NEXT.

WASHINGTON STATE UNIVERSITY

Washington State University
Pullman, WA

Student Info Order Options **Recipient(s)** Summary Payment

Please choose a method for delivery of your transcript for Recipient 1

PDF Transcript Downloaded by Third-Party Recipient

[Tell Me More](#)

PDF transcripts viewed electronically are recognized as official documents. A printed copy of a PDF Transcript will be considered "unofficial" and will display the words "PRINTED COPY" on all pages of the PDF.

Disclaimer: We will inform the recipient when the transcript is ready to be downloaded and provide instructions for completing the download. You assume all responsibility for:

1. Ensuring that the recipient is willing to accept this transcript in a PDF format.
2. Providing the correct email address for the recipient
3. Ensuring that this PDF transcript is downloaded within 30 days (No refund will be given)
4. Delays on the part of the recipient in fulfilling his/her responsibilities

Recipient Email

Re-Enter Recipient Email

Printed Transcript Mailed to Recipient

Cancel This Recipient Next

Step 13: Review your order and PDF recipient. Make sure all information is correct. Click “Continue to Order Summary.”

WASHINGTON STATE UNIVERSITY

Washington State University
Pullman, WA

Student Info Order Options **Recipient(s)** Summary Payment

Your Recipients

	Quantity	Delivery Method	Recipient	Actions
Recipient 1	1 Transcript	PDF Download	mzimmer@wsu.edu WSU	Remove Update

Add Recipient

Enter additional recipients (maximum of 5 allowed on this order)

Continue to Order Summary

Step 14: On the next screen, review the order summary and click “Go to Payment.”

Step 15: Enter your credit card information and the click “Submit My Order.”

Helpful Information

As long as there are no issues with your account (holds, outstanding balances, etc.), PDF orders process through quickly and are usually available for download the same business day.

Before sending an electronic copy of your transcript, double check that the institution or third-party will accept them as official transcripts. Some university admissions offices do not consider these official copies and will not accept them.

Much like a sealed transcript in an envelope, once you open the PDF it is no longer considered official. Therefore, do not send a PDF to yourself and then open the PDF and try to forward it on to a third-party as an official copy.

For questions or concerns, please contact the Office of the Registrar at 509-335-5346 or by email at wsu.transcripts@wsu.edu.