Official Transcript Request

Touro University California (TUC) and National Student Clearinghouse have partnered together to provide students with access to an online transcript ordering system through a secure website. TUC charges $5.00 per official transcript. National Student Clearinghouse charges a $2.25 processing fee for each recipient (transcript addressee). Order updates will be emailed to you and you can also track your order online. Official transcript requests are normally processed within 7-10 business days, longer during peak periods. All holds on your account must be cleared before a transcript will be issued. To request an unofficial transcript, please complete a Verification Request Form.

To request your official transcript, follow the steps outlined below.

1. Go to http://getmytranscript.com to enter the Transcript Ordering Center.
2. Select Touro University – California from the dropdown menu.
3. Click “Submit” to go to the TUC Welcome Center page.
4. Click “Order a Transcript Now!” to go to the transcript order page.
5. Fill in all of the required fields on the personal information form (marked in red).
   *Because TUC allows you to enter either your Student ID or Social Security number, neither field is marked red. You MUST enter one or the other. If you do not enter either your Student ID or your Social Security number, an error message will display when you submit your information.
6. Click “Next” to continue to the recipient information form.
7. You have the option to hold your order for in-person pickup. Select either “Hold for pickup” or “Send to the following address.”
8. Fill in all of the required fields on the recipient information form (marked in red).
9. Select your delivery options.
10. Click “Save & Add Another Recipient” to enter multiple recipients or click “Next” to continue.
11. A pop-up will display a description of the delivery option you have selected. Click “OK” to confirm or click “Cancel” to return to the recipient information form.
12. The order and fees will be displayed on the Review Your Recipients page. You can:
    a. Add recipients by clicking the “Add” button in the recipient column.
    b. Edit the order by clicking the recipient’s name.
    c. Remove a recipient by clicking the Remove link.
13. When you are done reviewing your order, click “Next.” A small pop-up window to confirm you have reviewed the recipient information. Click “OK” to confirm your request (you will be unable to add, edit or remove recipients) or click “Cancel” to continue reviewing the recipient information.
14. You will be prompted to enter your credit card information. Transcript Ordering accepts all major credit cards.
15. Enter your credit card data and cardholder’s address and phone number.
16. Click “Place Order.”
17. The total amount being pre-authorized against your credit card will be displayed in a small pop-up window. Click “OK” to confirm your order and continue. Click “Cancel” if you do not wish to place the order.
18. You will receive a confirmation of your transaction via email, which includes the order number.
19. Your credit card will not be charged until the transcript(s) are sent.
20. TUC requires that you return a signed and dated consent form to Clearinghouse. Your request will not be processed until a consent form has been received. You can either “Print a Consent Form” which can be faxed to 1-703-742-4238, mailed to National Student Clearinghouse, 2300 Dulles Station Blvd., Suite 300, Herndon, VA 20171 or emailed to transcripts@studentclearinghouse.org or you can “Sign a Paperless Consent Form.”