INSTRUCTIONS FOR ORDERING AN ELECTRONIC TRANSCRIPT
THROUGH THE NATIONAL STUDENT CLEARINGHOUSE

Go to www.studentclearinghouse.org

Follow the prompts

When you reach the option SELECT A RECIPIENT TYPE choose “Educational Organization (other than a school)”.

Under FERPA COMPLIANCE choose “Other”.

Under the drop down in EDUCATIONAL ORGANIZATION RECIPIENT choose “ND Board of Nursing”. Wait for a few seconds once you do this and then DEPARTMENT will display under EDUCATIONAL ORGANIZATION RECIPIENT.

Under DEPARTMENT choose “ND Board of Nursing”.

The DELIVERY METHOD should display as “Electronic Exchange”. Check the box to confirm.

Under PROCESSING OPTION Select “After Degree is Awarded”.