

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".