

How to Order UW Oshkosh Official Transcript Online

Prior to placing your order, we encourage you to read Credentials Solutions [Transcript Ordering FAQs](#)

1. Go to <http://www.uwosh.edu/registrar/alumni/transcripts>
2. Under **Ordering Information**, go to 'ONLINE' section, and click [TranscriptPlus](#)

Ordering Information

ONLINE: The University of Wisconsin Oshkosh has retained Credentials Inc. to process online transcript orders. You may order as many paper or electronic transcripts as you like using any major credit card. Your card will be charged only after your order is complete. You will receive status updates through email and text message (optional). Orders placed outside our business hours will be processed the following business day. Outstanding financial obligations to the University will prevent completion of transcript orders.

Current and former students with a Titan Web account, may access Credentials Inc. TranscriptPlus ordering system through their [Titan Web](#) account. Use the drop-down menu in the Academics section of the Student Center (click drop down arrow next to *Grades*). Please check the [Titan Web Homepage](#) for exact hours of availability.

Alumni and former students who do not have a Titan Web account may request a transcript through Credentials Inc. Click [TranscriptPlus](#) to begin your order. If you want assistance placing the order or would like a Credentials Inc. staff member to place the order for you, call (847) 716-3005. There is an operator surcharge for placing orders by telephone.

[Click Here](#)

3. Click the option that applies to you. Most people order PDF transcripts.

Please choose one of the following options:

Order PDF Transcript(s)

Order Paper Hard-Copy Transcript(s)

Do not use browser back or forward buttons
Your session will time out after 60 minutes of no activity

4. Enter your information (name, birthdate, address, etc.). **If you do not know your UW Oshkosh Student ID number, click "I don't know my Student ID" and enter your Social Security Number (SSN).**

Student Info Order Options Recipient(s) Summary Payment

Student Information

Information needed to locate your records

Student ID

[I don't know my Student ID](#)

Attended From Year *Required

Attended To Year *Required

Birth Date *Required
Enter as MMDDYYYY

Enter names as they exist in the school records

First Name *Required

Middle Name Enter if you think it is on your school record

Last Name *Required

5. Choose if you want your transcript delivered or you want to pick it up from UW Oshkosh Registrar's Office.

Then, choose if you want your transcript produced now or want it held for grades and/or foreign language retroactive credits. You will know if grades/retroactive credits are on your transcript by checking your unofficial transcript on TitanWeb. If you do not know your TitanWeb login information, contact the Help Desk at (920) 424-3020.

Finally, choose your reason for ordering your transcript. Choose either Undergraduate Admission or Transfer Admission.

The screenshot displays a multi-step process for ordering a transcript. At the top, a progress bar shows five steps: Student Info, Order Options (highlighted in yellow), Recipient(s), Summary, and Payment.

Section 1: Please choose a service for this order

- Regular Request - Deliver to Recipient
\$10.00 per copy
Processed within 2 business days provided the order has been authorized.
- Regular Request - Pickup
\$10.00 per copy
Processed within 2 business days provided the order has been authorized.

Section 2: Tell us when to release your transcript(s)

- Send Now (current term grades might not be included)
- Hold until Summer Semester grades have been posted:
 - 1st 4-week grades
 - 2nd 4-week grades or 8-week grades
 - Hold for 2017-2018 CAPP grades
 - Hold for 2017-2018 CAPP grades and foreign language retro credits
- Hold for Current Term Degree to post

Section 3: Other Information required by The University of Wisconsin Oshkosh

Primary Reason for Ordering: *Required

The dropdown menu for "Primary Reason for Ordering" includes the following options:

- Select a Reason for Ordering
- For Myself
- For Me to Send/Deliver to Someone Else
- For Transfer Admission
- For Transfer of Courses Taken Elsewhere
- For a Reverse Transfer Degree Program
- For Undergraduate Admission
- For Graduate Admission
- For Employment
- For Board Certification
- For State Licensure
- For Some Other Reason

Navigation buttons: Previous, Next

Footer: Credentials Solutions, Copyright © 2018 Credentials Solutions, Northfield, IL 60093, Transcripts FAQs

- Choose type of recipient. When you click the option you want, additional options will appear/become available.

A valid mailing address must be provided for all transcript requests from The University of Wisconsin Oshkosh; 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

If you click Myself or Enter Recipient Manually, you will have the option of a paper transcript or PDF (electronic transcript).

If you find your recipient by searching the Recipient Table, you will see the type of transcript (paper or PDF) your recipient accepts.

Available Recipients

Address	College/University Type	Delivery Methods
OFFICE OF ADMISSIONS UW - STEVENS POINT 1108 FREMONT ST STEVENS POINT WI 54481-3109	Undergraduate	PDF

Click to choose (with arrow pointing to the recipient name)

- On the next page, if your recipient accepts paper or PDF transcripts, you can choose either option. If your recipient accepts **only** paper or **only** PDF, you will have only one option.

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

- PDF Delivered to College/University
- [Tell Me More](#)

PDF is the preferred transcript delivery method for this recipient, therefore, it is the only option available.

8. Choose either Add Recipient or Continue to Order Summary.

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

Your Recipients				
	Quantity	Delivery Method	Recipient	Actions
Recipient 1	1 Transcript	PDF	UW - STEVENS POINT Undergraduate Adm	Remove Update

If you want to send your transcript to an additional recipient, click here. → [Add Recipient](#)

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

If you have just one recipient, click here. → [Continue to Order Summary](#)

9. Review order information, then click Go to Payment.

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

Please review your order information shown below. If you have to make corrections, use the "Edit" button to return to the appropriate section. When you are satisfied that the information is correct, click "Continue" at the bottom of this page.

Student Information [Edit](#)

Name: [redacted] Student ID: [redacted]
Address: [redacted] Birth Date: [redacted]
Telephone #: [redacted] Attended From Year: [redacted]
Email Address: [redacted] Attended To Year: [redacted]

Basic Order Information [Edit](#)

Service Type: [redacted]
When to Send Transcript: [redacted]
Primary Reason for Ordering: [redacted]

Your Recipient(s) [Edit](#)

	Quantity	Delivery Method	Recipient
Recipient 1	1 Transcript	PDF	UW - STEVENS POINT Undergraduate Adm

Summary of Charges for Your Order

School Transcript Charges:	\$10.00
Handling Charges:	\$.00
Total Charge for This Transcript Order:	\$10.00

[Cancel Order](#) [Go to Payment](#)

Review information, then click Go to Payment. → [Go to Payment](#)

10. Enter payment information, read Credentials Solutions transaction agreement then click the box, and, finally, click Submit My Order.

Check your email for order updates.

If you have questions about your order or need assistance placing an order, call Credentials Solutions at (847) 716-3005.

The screenshot shows the 'Order Payment' section of a website. At the top, there is a navigation bar with five tabs: 'Student Info', 'Order Options', 'Recipient(s)', 'Summary', and 'Payment'. The 'Payment' tab is highlighted in yellow. Below the navigation bar is a McAfee SECURE logo with the text 'CLICK TO VERIFY'. The main content area is titled 'Order Payment' and contains two sections. The first section is 'Please enter your credit card information' and includes fields for Card Type (set to Visa), Card Number, Security Code, and Exp. Month / Exp. Year (set to Jan 2018). There is a 'Refund Policy' link. The second section is 'Please make sure that the name and billing address shown below are correct for this credit/debit card.' and includes fields for First Name, Middle Name, Last Name, Country (set to UNITED STATES), Street Address, City, State, and ZIP Code. There are 'Change Country' and 'City/State/Zip Help' buttons. Below these sections is a paragraph of text: 'You are about to authorize a payment to Credentials Solutions, LLC acting as agent for The University of Wisconsin Oshkosh in this transaction for \$10.00. Please note that our merchant name associated with this charge on your statement will be: COLLEGE TRANSCRIPT.' Below this text is a checkbox with the text 'I have read and agree to the terms in the Credentials Solutions, LLC Transaction Agreement'. At the bottom of the form are two buttons: 'Previous' and 'Submit My Order'. Two red arrows originate from a central text box that says 'Enter payment information, click agreement box, then click Submit My Order.' One arrow points to the checkbox, and the other points to the 'Submit My Order' button.