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.

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).
5. 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.

If your grades are not final yet, make sure to request a hold until they are posted.

Choose your reason for ordering. Most select “For Transfer Admission” or “For Undergraduate Admission”.

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

If you find your recipient by searching the Recipient Table, you will see all available offices pop up.

If multiple offices appear, you will want to select Undergraduate.
7. Check the box to confirm the recipient.

8. Choose either Add Recipient or Continue to Order Summary.
9. Review order information, then click Go to Payment.

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**Student Information**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Student ID:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>Birth Date:</td>
</tr>
<tr>
<td>Telephone #:</td>
<td></td>
</tr>
<tr>
<td>Email Address:</td>
<td></td>
</tr>
</tbody>
</table>

**Basic: Order Information**

- **Service Type:** [Details]
- **When to Send Transcript:** [Details]
- **Primary Reason for Ordering:** [Details]

**Your Recipient(s)**

<table>
<thead>
<tr>
<th>Recipient 1</th>
<th>Quantity</th>
<th>Delivery Method</th>
<th>Recipient</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1 Transcript</td>
<td>PDF</td>
<td>UW - STEVENS POINT Undergraduate Adm</td>
</tr>
</tbody>
</table>

**Summary of Charges for Your Order**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Transcript Charges</td>
<td>$10.00</td>
</tr>
<tr>
<td>Handling Charges</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Total Charge for This Transcript Order</strong></td>
<td><strong>$10.00</strong></td>
</tr>
</tbody>
</table>

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Review information, then click 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.