

Ordering Transcripts

Transcripts can be ordered via the Web 24/7 through the National Student Clearinghouse. You can place as many orders as you like in one session using any major credit card. Your card will only be charged after your order has been completed. Order updates are available via mobile text message and will also be emailed to you. You can also track your order online using your email address and order number.

Your signed consent will be required to fulfill your transcript order. For your convenience, a consent form will be generated for your order that you can approve instantly online or return via fax, mail, or as a scanned email attachment to the [National Student Clearinghouse](#). Official transcripts will not be released until the student account balance is paid in full.

Questions about ordering a transcript should be directed to onestop@css.edu or 218-723-6570.

Official Transcript Fees

The cost for each order you place will vary depending on your needs during each ordering session.

Base Rate: \$6.00/Official Transcript

Recipient Fee(s): \$2.25/Recipient

Additional Fees:

Rush (1-2 day): \$6.00

Rush (overnight): \$30.00

**Rush order requests must be received by the One Stop Office by 1:00 pm CDT*

Official Transcripts for Scholarships, VA Benefits, and Unofficial Transcripts

For standard 2-3 day processing, official transcripts are free for the purposes of scholarships and VA benefits. Unofficial transcripts are also free for standard 2-3 day processing. [Complete a request form here](#).

NOTE: Same day processing for official transcripts for scholarships, VA benefits, and unofficial transcripts will incur the same fees as an Official Transcript Request and should be ordered through the [National Student Clearinghouse](#).