

Registration & Records

Transcript Order Information

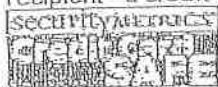
Official Academic Transcripts are ordered online by following one of the methods detailed below. The Academic Transcripts can be issued to the student or to a third party. Transcript requests are normally processed within 5 business days of receipt; however, processing time may be longer during periods of peak registration or at the end of the semester. You will be notified by e-mail when your request(s) have been received and processed.

If picking-up a transcript in-person, a picture ID will be required. Individuals authorizing a third-party to pick-up a transcript on their behalf must write a letter authorizing the release of the transcript(s) to the individual picking-up the transcript and that individual will be asked for picture ID when picking-up the transcript.

Please note that students with an active student account and a valid password may view their academic history and unofficial transcript by using the Lion's Den.

HOW TO ORDER TRANSCRIPTS ONLINE THROUGH THE LION'S DEN* (access to Lion's Den Required).

- Log into your Lion's Den Account
- Click on the Student Services Tab
- Click on the Request Official Transcript link in the Registration & Records Tools Channel
- Complete ALL Required Fields - name, social security number, date of birth and then press Login
- Select Order an Official Transcript, and follow the instructions to place your order
 - You will be required to submit a signed consent form directly (mail, fax or e-mail) to the National Student Clearinghouse before your order will be processed.
 - You will be charged a \$5.00 transcript fee for each transcript ordered and a \$2.25 processing fee for each recipient - a credit card (MasterCard, Visa, American Express or Discover) is required to make payment.
- Check your e-mail for updates on the status of your transcript order, or you can view real-time order status and history by accessing the View the Status option.



HOW TO ORDER TRANSCRIPTS ONLINE THROUGH THE WEB AT www.getmytranscript.com*

- Go to www.getmytranscript.com & select Raritan Valley Community College
- To Order a Transcript - Click on the ORDER button
- Let Transcript Ordering walk you through placing your order.
 - You will be required to submit a signed consent form directly (mail, fax or e-mail) to the National Student Clearinghouse before your order will be processed.
 - You will be charged a \$5.00 transcript fee for each transcript ordered and a \$2.25 processing fee for each recipient - a credit card (MasterCard, Visa, American Express or Discover) is required to make payment.
- Check your e-mail for updates on the status of your transcript order.
- Visit www.getmytranscript.com to obtain real-time order status and history whenever you want.



* The Transcript Order Service is offered by the National Student Clearinghouse in cooperation with RARITAN VALLEY COMMUNITY COLLEGE. For more information on the National Student Clearinghouse, please visit www.nslc.org

For information about the Student Leadership Development Transcript, click here.