

Ordering a Transcript Online

1. Log in to [MyGFU](#)
2. Under Student Resources or Alumni Resources, click “Transcripts”
 - If login or password is needed, contact the [IT Service Desk](#)
 - OR place an order directly through the Credentials Solutions [TranscriptsPlus website](#); this process may involve submitting a signed consent form to Credentials Solutions.
3. Complete the **Student Info** section and click Next.
 - If you're unsure about the dates you attended, enter your best estimate.
4. Select **your service for your order**:
 - The first two options “Official Transcript” will be processed in 1-5 business days
 - The next two options “Rush Transcript” will ensure it will be processed within 1 business day
 - The last two options “Rush Transcript with EXPEDITED Degree Conferral” is only applicable if you are about to finish your degree or have just recently completed your program.

***You will have an option to select **printed copy vs. electronic pdf** later in the process (see screenshots below)*

5. Tell us **when to release** your transcript:
 - **“Send Now”** will send your transcript immediately – if you're currently enrolled in classes, it will list those classes but have blanks for the grades if grades have not been posted yet
 - If you want to make sure your grades for the current semester are included, select the applicable semester under **“Send after grades are posted”**
 - If you recently or about to complete your program and want to make sure your degree is listed on your transcript, select the applicable semester under **“Send after degree is conferred”**
6. Select a **reason for order** and click Next.
7. Select your **Recipient** – See following pages for details on each option
 - **Search our Recipient Table**
This option is applicable when sending your transcript to another college or university. Type in the school and select it from the list. If your recipient is not found, go back and enter the recipient manually.

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

Searching for Recipient 1 in OREGON

Search

| Address | College/University Type | Delivery Methods |
|---|-------------------------|------------------|
| OFFICE OF ADMISSIONS UNIVERSITY OF OREGON 1217 UNIVERSITY OF OREGON EUGENE OR 97403-1205 | Undergraduate | PDF Mail |
| OFFICE OF ADMISSIONS UNIVERSITY OF OREGON 1217 UNIVERSITY OF OREGON EUGENE OR 97403-1205 | Graduate | PDF Mail |

[My recipient was not found. I want to enter the address manually.](#)

Cancel This Recipient

- **Myself**

This will automatically load your mailing address and then give you the option to receive the transcript as a PDF Electronic transcript or as a Printed Mailed copy.

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
 - PDF
 - Paper
- 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

- **Application Service**

Select the applicable application service. If you have an attachment to include, this option may automatically generate the attachment for you when you enter your ID or other requested info.



A valid mailing address must be provided for all transcript requests from George Fox University; 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.
 - Choose an Application Service
NURSING CAS --- TRANSCRIPT DEPARTMENT
 - Next
- Direct Access Code Lookup
Choose this option if you were provided with a "Direct Access Code" by your recipient.
- Enter Recipient Manually

Cancel This Recipient

- **Direct Access Code Lookup**

Choose this option if you were provided with a "Direct Access Code" by your recipient.

- **Enter Recipient Manually**

You have the option to send electronically by email or by mail.

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
 -
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If you choose to send your transcript as a PDF electronically, a physical address is also required.

Transcript Recipient 1

Send PDF Transcript to Recipient

PDF transcripts viewed electronically are recognized as official documents. A printed copy of a PDF Transcript will be considered "unofficial" and will display the words "FRINTED COPY" on all pages of the PDF.

Disclaimer: We will inform the recipient when the transcript is ready to be downloaded and provide instructions for completing the download.
You assume all responsibility for:

1. Ensuring that the recipient is willing to accept this transcript in a PDF format.
2. Providing the correct email address for the recipient.
3. Ensuring that this PDF transcript is downloaded within 30 days (No refund will be given)
4. Delays on the part of the recipient in fulfilling his/her responsibilities

Recipient Email

Verify Recipient Email

Required Recipient Information [?](#)

This recipient is *Required

Country

Attention/Department *Required

School/Institution/Company

Address 1 *Required

Address 2

City *Required

State *Required Only for United States, Canada, Mexico, and Australia

ZIP Code

Telephone # *Required

Enter N/A if not known

8. After selecting your recipient, review Your Recipients and add others if necessary. When finished, click Go to Payment, enter your payment info to complete your order.