Requesting Official Transcripts
Log on to www.hartnell.edu
→ Go to Admissions and Records
◆ Click Transcripts
● Click National Student Clearinghouse link
Click: Order Transcript(s)
Transcript Ordering Center

→ Enter personal information & Student Identification information then click continue
Fill-in Personal Information

Complete your contact information and click continue
Add Recipient Information

Select Transcript and Delivery Details

Recipient: All fields required, unless otherwise indicated

According to the Family Educational Rights and Privacy Act (FERPA), in certain instances, schools must obtain the student's permission in order to release information from his or her educational records. The type of consent form that is required is determined by recipient type.

Who are you sending your transcript to?
College or University

Country
United States
California

Enter the school you are sending your transcript to:
California State University - Monterey Bay

Department Name
Admissions and Records (Optional)

[CANCEL ORDER] [CONTINUE]
Select Transcript and Delivery Details

→ Select processing details from drop down menu

◆ Current transcript (Select this option to show work in progress)
◆ After Degree Is Awarded (Select this if the school is requesting your final transcript & you are earning a degree)
◆ After Grade(s) Is Changed
◆ After Grades Are Posted (select this if the school is requesting your final transcript & you are not earning a degree)
Complete Delivery Information

→ When asked “How do you want your transcript sent?”
  ◆ Select “Mail” (this will be the only option available in the drop-down menu)
→ Select number of copies
  ◆ Read terms and conditions
  ● Click continue

You must select “Mail” to continue your order.

In “Enter other required instructions only,” you may add “Send electronic transcript” and list the recipient email address.
(If our Admissions office is unable to send the electronic transcript, they will still mail an official transcript on your behalf to the recipient address provided in the next screen.)
Provide Delivery Information
→ Enter delivery address
  ✦ Click Add to Cart
Check Out Page

If you are requesting a transcript for more than one school you may add additional recipients in this section

Click add recipient and repeat the steps in this guide

(If you are only requesting official transcript for one recipient click checkout)
Electronic Consent Form

→ Sign consent using the mouse
  ◆ Accept signature
  ◆ Click continue
Payment Details

→ Complete payment details and click “Submit Order”