Ordering Official Transcripts or Enrollment Verifications Online and Following their Status

1) Log into ISIS by clicking on the Log In tab at top of screen.
2) Select ISIS for Students

3) Select “Official Transcript Request” or “Enrollment Verification Request” under the Academic Profile options.
4) Complete the form (sample below) in its entirety and click submit. If there are additional documents that need to be sent, you must bring them to the Office of the Registrar prior to submitting your request. If the address you need to submit is more than 4 lines long, you must email the full address to the Office of the Registrar at registrar@mtholyoke.edu.

**Note:** If you have a financial obligation, the availability of the Transcript Request form will be prohibited from you to use. You must contact the Office of Student Financial Services at 413-538-2291 to resolve any outstanding issues. Financial obligations do not effect the Enrollment Verification Request from.

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**Official Transcript Request**

* = Required

Detailed instructions on how to order a transcript online are available under the “Ordering Tips” option on the left-hand side of this web form.

A complete address is required in order to process your request.

**Recipient**

Address

City

State Province or Country

U.S. Zip Code

Be sure to include appropriate postal codes when providing addresses that are not in the United States. If a transcript is returned to the College because of an insufficient address, it will be forwarded to the student’s campus box.

Online requests for official transcripts are processed as quickly as possible. Please allow 3-5 working days.

If a form is required to be attached to an official transcript, the student MUST submit the form to the Office of the Registrar PRIOR to submitting their online request for an official transcript.

Only request official transcripts when one is absolutely sure information such as grades, degree, courses have been posted.

Should you have questions, please contact us at registrar@mtholyoke.edu.

**Required Fields**

- **Transcript Type**
  - Undergraduate Official

- **Recipient**
  - NYU Graduate Admissions

- **Address**
  - 45873 N. Broadway
  - City: New York
  - State: New York
  - Zip: 65438

- **Country**

- **Copies to be sent**
  - 1

- **Submit** button

Be sure to enter the number of copies of your transcript you would like to request.

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5) Once your request has been submitted, the screen below will be returned to you. The fees for an official transcript will be calculated once you submit your request. This screen will notify you of the charges calculated. To have your request processed you must click submit here which implies that you accept the charges and will submit payment. Charges are added to your bill at Mount Holyoke. You will see them listed on your Online AR Activity Account.

NOTE: There are NO charges for Enrollment Verifications.

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### Request Status

You have the option to track your transcript request or enrollment verification status by choosing the option titled Official Transcript Order Status or Enrollment Verification Status. The screen below is returned to you that shows all requests submitted by you and their status.

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### Transcript Request Status

<table>
<thead>
<tr>
<th>Recipient</th>
<th>Address</th>
<th>City, State Zip (Country)</th>
<th>Number of Copies</th>
<th>Date Requested</th>
<th>Date Produced</th>
</tr>
</thead>
<tbody>
<tr>
<td>NYU Graduate Admissions</td>
<td>45973 N. Broadway</td>
<td>New York, NY 10016</td>
<td>1</td>
<td>08/18/07</td>
<td></td>
</tr>
<tr>
<td>Butler University</td>
<td>Study Abroad Program 1553 Washington Blvd.</td>
<td>Dresden, OH 43274</td>
<td>1</td>
<td>07/15/06</td>
<td>07/21/06</td>
</tr>
</tbody>
</table>

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