

# How to order SSC Official College Transcripts?

## Ordering Instructions

### Option 1: Students with MySeminoleState access:

- Log in to your MySeminoleState account. If you do not know your login name or password, click "Forgot Your Login Name or Password" on the MySeminoleState home page.
- Click "Student Center."
- Click the "Transcript Ordering" link. You will then be transferred to the National Student Clearinghouse website.
- Once the Clearinghouse website displays, click "Order or track a transcript."
- Review the information provided on the Seminole State College ordering page.
- Click the "Order" button, and follow the Clearinghouse's instructions to complete the required information.

### Option 2\*: Students without MySeminoleState access:

**\* First, get your SSC ID by calling SSC Dual Enrollment at 407.708.2050 .**

Provide your social security number so that they can look up you SSC student ID Number.

- Visit the National Student Clearinghouse website. <http://www.studentclearinghouse.org/>
- Look at top right corner. Click the "Order or Track a Transcript" button.
- Select "Seminole State College of Florida" from the drop-down list. Click "Submit."
- Review the information provided on the Seminole State College ordering page.
- Click the "Order" button, and follow the Clearinghouse's instructions to complete the required information.

**Additional Step:** Before the order is complete, you must either sign a consent form electronically (e-sign) or print and fax form to the National Student Clearinghouse.

**Processing Time:** Please allow three to five days for transcripts to be processed.

### **Delivery: Florida Public Institutions**

Transcripts sent electronically are sent immediately after processing is complete. Please consult your receiving institution for their processing timeline.

**Private and Out-of-State Institutions:** Transcripts sent via U.S. mail usually take between three to five business days to arrive. Please consult your receiving institution for their processing timeline.

**Pickup, fax and Express Mail services are not available for transcripts.**

**Additional Information:** For questions regarding a National Student Clearinghouse service, please contact the Clearinghouse's Customer Service Department at **703.742.4200** or [transcripts@studentclearinghouse.org](mailto:transcripts@studentclearinghouse.org).

**Want more info? Contact [Seminole State General Contact Information](#).**