Wesleyan College Summer Session
成绩单申请说明

成绩单申请说明

Wesleyan College Summer Session结课后，学生可根据自己的需要在学校指定的成绩单申请网站申请成绩单。

操作步骤

1、打开申请网址： https://www.wesleyancollege.edu/transcript，**输入个人信息完成后点击"Next"。**

Step 1: 输入名字（与护照拼写一致）
Step 2: 输入姓氏（与护照拼写一致）
Step 3: 输入当前居住地址
Step 4: 输入所在城市
Step 5: 输入所在省份
Step 6: 输入所在地区邮编
Step 7: 输入所在地国家
Step 8: 输入个人电话号码（可与手机号一样）
Step 9: 输入个人手机号码
Step 10: 输入"N/A"
Step 11: 选择出生日期
Step 12: 输入参加项目的年份
Step 13: 按实际情况选择申请成绩单的原因

操作步骤

2. 点击Next后出现此页面，点击下方绿色按键"Order Transcript(s)"

操作步骤

3．填写个人信息-1

Enter Personal Information

Personal Information All fields required, unless otherwise indicated

First Name
Ming
Step 1

Middle Name
(Optional)
Step 2

Last Name
Li

Date of Birth
01/01/2000
MM/DD/YYYY
Step 3

Has your name changed since attending school?
YES   NO
Step 4

Student Identification Information One of the following is required

Student ID
000 000
Dashes are not allowed
OR
Step 5

Confirm Student ID
000 000
Dashes are not allowed
Step 6

Social Security Number
XXX-XX-XXXX

Confirm Social Security Number
XXX-XX-XXXX

Are you currently enrolled at Wesleyan College?
YES   NO
Step 7

Year From
2021
YYYY
Step 8

Year To
2021
YYYY
Step 9

Step 10

CANCEL ORDER   CONTINUE >

Step 1: 输入名字
Step 2: 输入姓氏
Step 3: 输入生日（月/日/年）
Step 4: 选择 "Yes" or "No"
（你的名字是否有在完成课程后更改过）
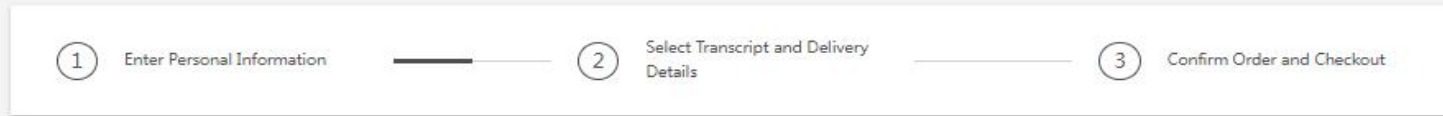Step 5: 输入000000
Step 6: 再次输入000000
Step 7: 选择 "No"
Step 8: 输入开始修读课程的年份
Step 9: 输入结束修读课程的年份
Step 10: 点击 "CONTINUE"

操作步骤

4．填写个人信息-2 这里需填写个人收件地址

① Enter Personal Information — **② Select Transcript and Delivery Details** — **③ Confirm Order and Checkout**

Enter Personal Information

Contact Information   All fields required, unless otherwise indicated

Address 1
123 Street
Street number and name or PO Box
Step 1

Address 2
Building, campus box, floor, apt, suite (Optional)

City
Las Vegas   **Step 2**

State/Territory/APO
Nevada   **Step 3**

Zip/Postal Code
94134   **Step 4**

Country
United States   **Step 5**

Email
123@gmail.com   **Step 6**

Confirm Email
123@gmail.com   **Step 7**

Phone Number
(514) 546-8790
(XXX) XXX-XXXX   **Step 8**

To receive NSC Msg updates to this phone number, you must Opt-in by selecting 'YES' below. You may receive up to 5 transcript text status updates for each recipient order. Message and data rates may apply. If text messaging is requested, you will receive an Opt-In confirmation message. For help text HELP. To cease messages, text STOP. Texting STOP will stop all text messages to the Opted-In mobile phone number for all existing transcript orders. Do you agree to Opt-in? Terms of Use and Privacy Policy

YES   NO   **Step 9**

Allow the school to use this information to update their records?   YES   NO   **Step 10**

CANCEL ORDER   CONTINUE >

Step 1: 输入街道名称及门牌号或邮箱号
Step 2: 输入城市
Step 3: 选择州
Step 4: 输入邮政编码
Step 5: 选择国家
Step 6: 输入邮箱地址
Step 7: 再次输入邮箱地址
Step 8: 输入电话号码
Step 9(如有):选择 "Yes" or "No"
（是否接收短信通知）
Step 10: 选择 "Yes " or "No"
（是否同意该学校保存您的信息）
Step 11: 点击 "CONTINUE"

操作步骤

5．填写成绩单寄送信息-1 选择收件方

Step 1: 选择成绩单收件方

- College or University 学校
- Education Organization, Application Service and Scholarships 其他教育机构
- Employer or Other 雇主或他人
- Myself 自己

Step 2：点击 "CONTINUE"

操作步骤

6．填写成绩单寄送信息-2 <mark>情况1</mark> 如果寄到学校需要另外填写以下信息

Step 1: 选择 College or University
Step 2: 选择国家
Step 3: 选择州
Step 4: 输入接收的学校名称
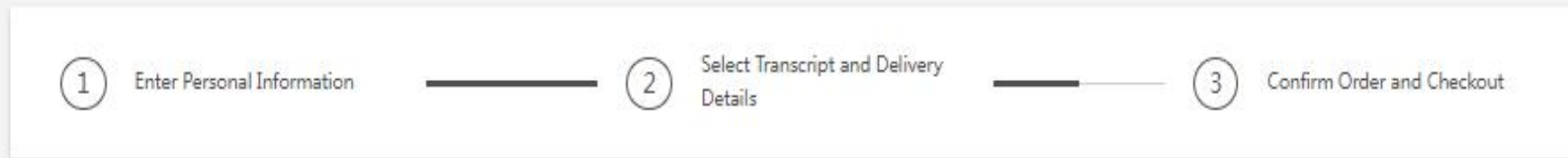- 如接收的学校无法找到，需点击 "Not in List"，然后手动输入学校全名
Step 5: 选择接收的学校部门名称
- 如接收的学校部门无法找到，需点击 "Not in List"，然后手动输入学校部门全名
Step 6: 点击 "CONTINUE"

操作步骤

6．填写成绩单寄送信息-2 情况2 如果寄到其他教育机构需要另外填写以下信息

Step 1: 选择 Education Organization, Application Service and Scholarships

Step 2: 选择接收的教育机构名称

Step 3: 选择接受的教育机构部门名称

Step 4: 点击 "CONTINUE"

操作步骤

6．填写成绩单寄送信息-2 <mark>情况3</mark> 如果寄给雇主或他人需要另外填写以下信息

Step 1: 选择 "Employer or Other"
Step 2: 输入收件公司名称或个人名字
Step 3: 点击 "CONTINUE"

操作步骤

7．填写成绩单寄送信息-2（1）选择成绩单类型及寄送方式

Step 1: 选择 "Current Transcript"
Step 2: 选择成绩单类型以及寄送方式
　　　　（电子/纸质，平邮/快递）
Step 3: 选择需要多少份成绩单
Step 4: 查看并了解所选成绩单寄送方式的预计
处理和寄送时间，然后选择 "YES"

操作步骤

7．填写成绩单寄送信息-2（2）选择成绩单类型及寄送方式

Step 5

Step 6

Step 7

Step 5: 如果发送成绩单时需要附上其他文件，需要点击"ADD FILE"并在此上传文档
Step 6: 确认寄送费用
Step 7: 点击 "CONTINUE"

操作步骤

8．填写成绩单寄送信息-3 填写详细的收件人/单位信息

Step 1：输入 收件人/收件单位
Step 2：输入 具体收件方（step1收件人/单位的补充，可不填)
Step 3：输入 收件人所在国家
Step 4：输入 收件人详细地址（区、街道，门牌号）
Step 5：输入 收件人所在城市
Step 6：输入 收件人所在州/省
Step 7：输入 收件人所在地邮编
Step 8：输入 收件人联系电话
Step 9：击"Add to cart

9．确认申请信息及支付-1 检查申请信息及费用

**Step 1: 检查成绩单申请信息及费用
确认无误后，点击"CHECK OUT"**

操作步骤

9．确认申请信息及支付-2 电子签名

Sign Consent Form All fields required, unless otherwise indicated

A signed consent form is required to release your transcript. If we do not receive your consent form within 30 calendar days from the date you submit your request, your order will be canceled, and you will not be charged.

Requestor: JING YU
Order Number: 61796097

Transcript Recipient(s)
UNIVERSITY OF CALIFORNIA - BERKELEY

Electronic Consent Form

The fastest way to submit your consent form is electronically. Use your finger or mouse to draw your signature in the box. After you submit your signature, you may download a signed copy of the consent form for your records prior to providing payment in the next step.

Need Help Signing? ⓘ

Sign Here

Step 1

Signature Date:

By submitting this signature, I, JING YU, certify that I am the above-named student and my electronic signature provided on this form is authentic and has the same validity and legally binding effect as signing this consent form by my hand in ink.

CLEAR SIGNATURE   ACCEPT SIGNATURE   Step 2

Printable Consent Form

You must 'Continue' to the payment page after downloading the consent form to complete this order. If you do not continue to payment, your order will NOT be processed.

If you would prefer to provide a signed paper copy, you may download a copy of the consent form and either mail a copy to National Student Clearinghouse or provide a scanned copy in an e-mail attachment. Your order will be canceled if a consent form is not received within 30 days.

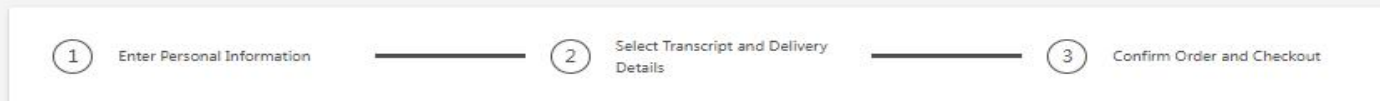CANCEL ORDER   CONTINUE   Step 3

Step 1: 输入电子签名

Step 2: 选择 "ACCEPT SIGNATURE"

Step 3: 点击 "CONTINUE"

操作步骤

9．确认申请信息及支付-3 费用支付

Step 1: 输入银行账号信息

Step 2: 点击"SUBMIT ORDER"完成支付