

**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”。

Information Request

First Name Ming 1	Middle Name	Family Name Li 2
Address 123 street 3	City Guangzhou 4	State Guangdong 5
Zip 510000 6	Country CHINA 7	Phone (including country code) * +86-135-2222-2222 8
Cell Phone (including country code) +1-999-999-9999	Email * 123@123.com 9	Maiden Name: * N/A 10
Date of Birth: * 1/1/2000 11	Wesleyan Email: @wesleyancollege.edu	Last Year Attended * 2022 12

I am requesting a transcript for the following reason: \* 13

<input type="checkbox"/> Employment screening/Job offer/Internship	<input type="checkbox"/> International student/VISA/Travel/Exchange	<input type="checkbox"/> Summer school/Transient admission
<input type="checkbox"/> Graduate school admission	<input type="checkbox"/> Maintaining personal data record	<input checked="" type="checkbox"/> Transferring to complete undergraduate
<input type="checkbox"/> Insurance benefits/discount	<input type="checkbox"/> Scholarship/Loan/Grant application	<input type="checkbox"/> Other

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)”

Transcript Ordering Center

National Student Clearinghouse<sup>®</sup>  
Wesleyan College

Help

### School Notifications

Wesleyan College is located in Macon, Georgia USA. Transcript orders will be processed within 5 business days. *Please note that the college is closed on Fridays in June and July.*

We encourage electronic orders versus paper orders that require shipping. The US Postal service is experiencing an unprecedented volume increase and limited employee availability due to the impacts of the COVID-19 pandemic. We are also seeing delays with International mail, including instances where some countries are not accepting mail for certain periods of time.

### Clearinghouse Notifications

Payment will be accepted, if a cost is involved, with any major credit or debit card. Your credit or debit card is not charged until your school sends your transcript(s). However, if you use a debit card, your bank may put a hold on your funds when we pre-authorize your payment. If you have questions on the pre-authorization, please contact your bank.

[ORDER TRANSCRIPT\(S\) >](#)

[View Transcript Order Status](#)

# 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

Step 5

Confirm Student ID  
000 000

Step 6

Dashes are not allowed  
OR

Dashes are not allowed

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”

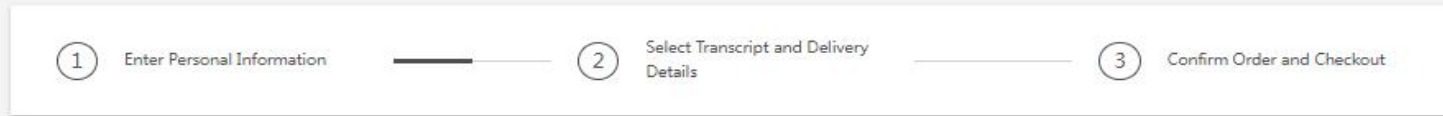
Step 8: 输入开始修读课程的年份

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



### Enter Personal Information

Contact Information All fields required, unless otherwise indicated.

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

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

City **Step 2**  
Las Vegas

State/Territory/APD **Step 3**  
Nevada

Zip/Postal Code **Step 4**  
94134

Country **Step 5**  
United States

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

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

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

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



### 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.

Step 1

Who are you sending your transcript to?

College or University

Education Organization, Application Service and Scholarships

Employer or Other

Myself

CONTINUE

Step 2

### 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 **情况1** 如果寄到学校需要另外填写以下信息

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

### 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? **Step 1**  
College or University

Country **Step 2**  
United States

State/Territory/APO **Step 3**  
California

Enter and select the school you are sending your transcript to **Step 4**  
University Of California - Berkeley

[Advanced keyword search to find school](#)

Department **Step 5**  
Office of Undergraduate Admissions

CANCEL ORDER **CONTINUE >** **Step 6**

**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**

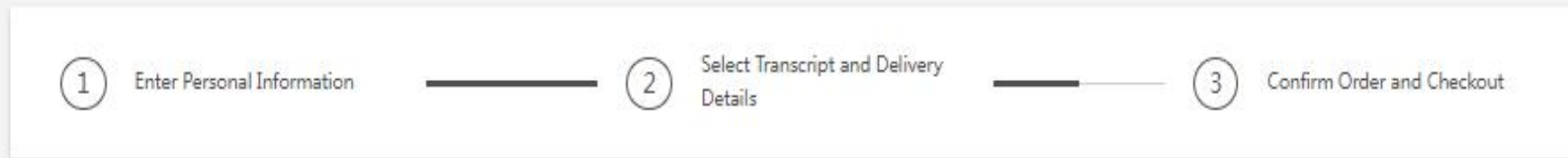
- 如接收的学校部门无法找到, 需点击 "Not in List", 然后手动输入学校部门全名

**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



### 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?

Education Organization, Application Service, Scholarship and Professional Licensing

Step 1

Select Organization

Adult Learners Now

Step 2

Department

Registrar's Office

Step 3

CANCEL ORDER

CONTINUE

Step 4

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 **情况3** 如果寄给雇主或他人需要另外填写以下信息

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

### 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?  
Employer or Other **Step 1**

Enter Business or Individual's Name  
abc **Step 2**

CANCEL ORDER **CONTINUE >** **Step 3**

**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

Processing Details All fields required, unless otherwise indicated

When do you want your transcript processed?  
Current Transcript - Process As Is

Step 1

**NOTE:** This option is for students and alumni who want their transcript processed and sent as it is today. It will reflect your grades through your last or latest term.

Delivery Information

How do you want your transcript sent?  
Certified Mail/United States - \$16.20

Step 2

How many copies do you want?  
1 copy = \$2.00

Step 3

Enter other required instructions only

(Optional)

School's Terms and Conditions:

Please allow 5 business days for processing your order. Transcripts will be mailed to the recipient via regular 1st-Class US Mail and can take 5-7 business days for delivery once the transcript has been sent. USPS certified mail envelopes do not denote a transcript is enclosed and should only be opened by the intended recipient. A signature by the recipient is required for the transcript to be delivered successfully. Certified Mail delivery is only available within the 50 US states and Washington, DC. This service is not available to US territories.

I have read and accept my school's terms and conditions for the delivery method of Certified Mail/United States?  
Acceptance to the Terms and Conditions is required.

YES

NO

Step 4

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

Upload Attachment (optional)

Do you want to send additional documents with your transcript?

ADD FILE + ⓘ

Step 5

Fee Summary

Transcript Quantity Fee	\$2.00
Online Processing Fee	\$2.50
Total Fee for this Recipient	\$4.50

Step 6

< PREVIOUS CANCEL ORDER CONTINUE

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

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

### Provide Delivery Information

Recipient: JING YU

Recipient Delivery Information All fields required, unless otherwise indicated

Name of Recipient JING YU	Step 1
Attention (Optional)	Step 2
Recipient Country United States	Step 3
Address 1 123 STREET Street number and name or PO Box	Step 4
Address 2 Building, campus box, floor, apt, suite (Optional)	
City LAS VEGAS	Step 5
State/Territory/APO Alaska	Step 6
Zip/Postal Code 94134	Step 7
Phone Number (514) 546-8790 9999-XXXX-XXXX (Optional)	Step 8

< PREVIOUS    CANCEL    **ADD TO CART >** Step 9

- 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"

# 操作步骤

## 9. 确认申请信息及支付 - 1 检查申请信息及费用

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

### Checkout

Pending Order Details

ADD RECIPIENT +

[Edit](#) [Remove](#)

**Recipient:** JING YU  
**Recipient Address:**  
123 STREET  
LAS VEGAS, AK 94134

<b>Total Fee for this Recipient:</b>	\$10.50
<b>Processing Option:</b>	Current Transcript - Process As Is
<b>Delivery Method:</b>	Mail/United States ⓘ
<b>Quantity:</b>	1 copy
<b>Transcript Quantity Fee:</b>	\$2.00
<b>Delivery Fee:</b>	\$4.20
<b>Shipping and Handling Fee:</b>	\$1.80
<b>Online Processing Fee:</b>	\$2.50

Total Fee for Order: \$10.50

[CANCEL ORDER](#) [CHECKOUT >](#)

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

Step 1

# 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



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.

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.

Step 1

Step 2

Step 3

Step 1: 输入电子签名

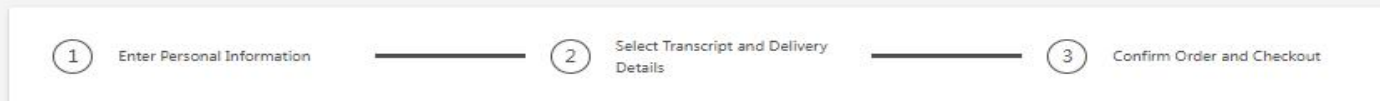
Step 2: 选择 “ACCEPT SIGNATURE”

Step 3: 点击 “CONTINUE”



# 操作步骤

## 9. 确认申请信息及支付 - 3 费用支付



### Checkout

Payment Details All fields required, unless otherwise indicated

Accepted Credit Cards:



Card Holder Name  
Full Name  
Exp Date  
MM / YY

Card Number  
.....  
CVV  
...

Do you want to use your contact address as your billing address?

Address 1

Street number and name or PO Box

Address 2

Building, campus box, floor, apt. suite (Optional)

City State/Territory/APO

Zip/Postal Code Country  
United States

Selecting "Submit Order" will transmit your payment information to [First Data Corp.](#), a third party payment processing provider. First Data will only share your name, address, or e-mail address with National Student Clearinghouse.

Total Fees for Order: \$4.50

CANCEL ORDER

SUBMIT ORDER >

Step 1: 输入银行账号信息

Step 2: 点击 "SUBMIT ORDER" 完成支付

Step 1

Step 2