

Requesting Your Official Transcript

1. Head to sdstate.edu/transcripts and select the corresponding order procedure. Note: NusingCAS, PTCAS, AMCAS, etc, please turn to the last page.

Transcripts may be ordered electronically (Parchment) and delivered via secure PDF (eTranscript) or standard US mail. For more information please visit our [FAQ](#) page.

Students Enrolled 2003-Present

ORDER USING WEBADVISOR

Select [Online Transcript Request](#) from the [Students Menu](#) > [Academic Profile](#)

Attendance Prior to 2003 or Unable to Access WebAdvisor

ORDER AS GUEST

Select [Create Account](#), then verify your attendance information

[Students who attended prior to 1987 or require a paper order form, click here.](#)

2. Click the **Online Transcript Request** link. (Students Menu » Academic Profile)
 - Guests: Select **Create Account**. Please fill out all prompted identity and attendance information as accurately as possible.

The screenshot shows the WebAdvisor interface for South Dakota State University. On the left is a navigation menu under 'Academic Profile' with 'Online Transcript Request' highlighted. The main content area is titled 'Current Students' and contains a 'transcript request form' with a highlighted 'Online Transcript Request' link and a 'SUBMIT' button. Below the form is a 'New User' section with instructions on how to create an account and a 'Create Account' button.

3. Select the institution, location or email address of your intended **recipient**. Note that many institutions and employers prefer eTranscripts, just ask to find out!
 - If you wish to send your transcript to yourself, another individual, company, or institution that isn't identified in the search function, click accordingly.

This screenshot shows the recipient selection step. At the top, logos for Black Hills State University, DSU DAKOTA STATE, northern S.D. university, M (SOUTH DAKOTA STATE COLLEGE OF BUSINESS & TECHNOLOGY), SOUTH DAKOTA STATE UNIVERSITY, and UNIVERSITY OF SOUTH DAKOTA are displayed. Below is a progress bar with six steps: 1. Login or Register, 2. Select Documents (highlighted), 3. Order Details, 4. Provide Consent, 5. Payment, and 6. Review Order. The question 'Where would you like your document(s) sent?' is followed by a search input field with the placeholder text 'Institution Name, Acronym, Location, or Email' and a 'SEARCH' button. Below the search field is the text 'Or Send to Yourself, Another Individual, or Third Party'.

American Association of Colleges Application Service Transcripts

Please see the example below. You will need your CAS ID and Transcript Matching Barcode from your order form. Follow the instructions above, but note these additions:

1. Enter your organization with no spaces: AMCAS, NursingCAS, PTCAS, OPTOMCAS, etc.

1. Login or Register **2. Select Documents** 3. Order Details 4. Provide Consent 5. Payment 6. Review Order

Where would you like your document(s) sent?

Start by searching for your destination:
Institution Name, Acronym, Location, or Email

nursingcas **SEARCH**

1 Matches Found:

INSTITUTION	EMAIL	LOCATION	
NursingCAS - American Association of Colleges of Nursing		Watertown, MA, US	SELECT

2. Continue and confirm your details. After confirming, a pop-up box will prompt you to enter your corresponding ID and/or Barcode number. These are on your matching form.

Additional Information Needed ✕

NursingCAS - American Association of Colleges of Nursing requires additional information to accept your eTranscript

Transcript Request Form Barcode *

Confirm

Did you attend SDSU? **No** **Yes**

Did you attend USD? **No** **Yes**

Processing Time **Now**
Holds are for current term only

Purpose for Transcript (Optional)

Attachment (Optional) **Choose File** | No file chosen



**SOUTH DAKOTA
STATE UNIVERSITY**
Office of the Registrar

Hours: 8 a.m.-5 p.m., Monday-Friday
SDSU.registrar@sdstate.edu | 605-688-6195
sdstate.edu/records-registration
Enrollment Services Center, Box 511A