

Seton Hall University utilizes an online transcript ordering service offered through National Student Clearinghouse. We **do not** accept written requests. This system allows for the convenience and efficiency of ordering official transcripts via the internet at any time, 24/7. You can order as many transcripts as needed in one online session.

To request your transcript, please visit the National Student Clearinghouse at www.getmytranscript.org.

Type Seton Hall University into the textbox and select our school
Click Submit

Enter personal information

If the system says “your record cannot be located, do you want to edit information?” select "no" and it will allow you to continue.

Complete request form

If the system says “your record cannot be located, do you want to edit your information?” select “no” and it will allow you to continue. This is because you do not have a Social Security message on file and the Transcript office needs to manually locate you.

Your Seton Hall ID number is not needed when filling out the transcript request form. This field can be left blank. Please try to be as specific as possible when entering the address of the college or university. The office intended for the transcript will ensure faster delivery and processing of the credits.

Please select that the transcript be sent when complete, which is an option on the final page.

If you encounter any problems, you can contact the Transcript Office at (973) 275-2570 or (973) 275-2285 or email them at transcripts@shu.edu.