



# UNEWHAVEN TRANSCRIPT ORDERING PROCESS

The following document contains information for all Verto Participants

Last updated: 28 November 2023

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## Instructions for Students Ordering Transcripts

*Note: Transcripts can be ordered within 30 days of the end of the semester. Orders made more than 30 days in advance will be cancelled.*

### Overview

Instructions: Please read and follow carefully - see below for detailed step-by-step instructions with screenshots.

Visit the [University of New Haven](#) website for detailed transcript ordering information. Click "Transcript Ordering Services" under the Verto Education section and "Order Transcripts" to request.

- Transcripts are processed through the National Student Clearinghouse.
- UNewHaven covers the cost of paper and electronic transcripts.
- You will need to provide your name, date of birth, and Student ID # OR Social Security # to place an order. Student ID is the student UNewHaven Banner ID.
- Request transcripts to be sent electronically for official, digital transcripts
- Select "Yes" for currently enrolled at University of New Haven.
- Important: If you order a final transcript BEFORE the end of term, be sure to indicate that you would like them to fill your request **AFTER Grades Are Posted**.



## Detailed Step-By-Step Instructions

Step 1. From the [University of New Haven website](#), click “Transcript Ordering Services” under the Verto Education section.

### Verto Education

University of New Haven students who completed courses at a Verto study abroad location should [click here](#) or on the button below for ordering information. The University of New Haven will cover the cost of the transcript processing fee for both electronic and paper transcripts. Shipping and handling costs for paper transcript orders are the responsibility of the student.

[Transcript Ordering Services](#)

Step 2. On the National Student Clearinghouse UNewHaven page, click “Order Transcripts”

School Notifications

### University of New Haven Transcript Services

*Please review the following information before submitting a request.*

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**Important Information**

All transcripts are processed through the National Student Clearinghouse. Paper transcripts cannot be picked up on campus.

Clearinghouse Notifications

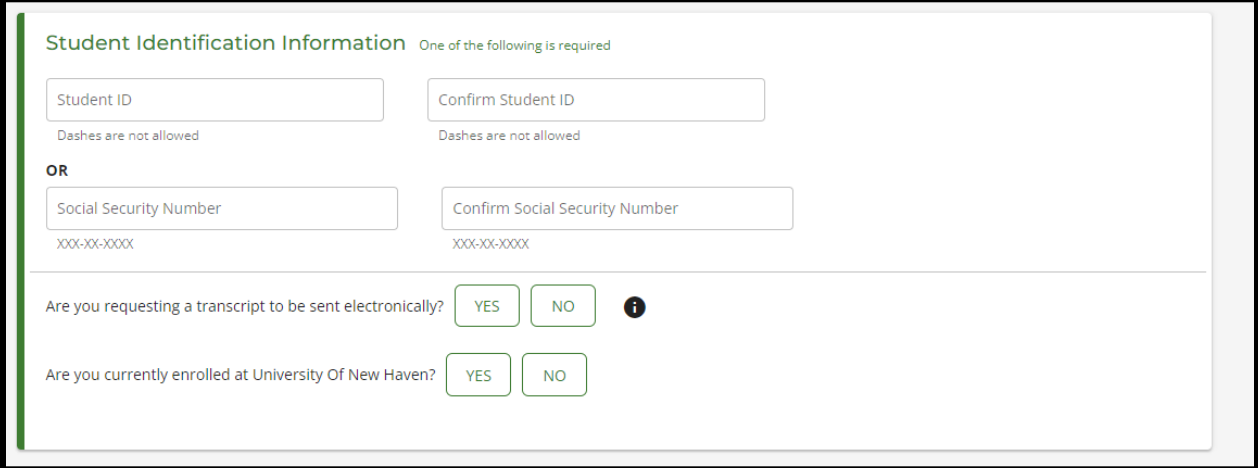
Payment will be accepted, if a cost is involved, with any major credit or debit card. Your credit or debit card is not charged until your school sends your transcript(s). However, if you use a debit card, your bank may put a hold on your funds when we pre-authorize your payment. If you have questions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

[Order Transcript\(s\) >](#)

***IMPORTANT! No Payments are required - be sure to indicate you are a current UNewHaven student on Step 3.***

Step 3. Enter your student information.

Student ID is the **UNewHaven Banner ID** - please see FAQs for more info on how to find your UNewHaven Banner ID.



The screenshot shows a web form titled "Student Identification Information" with the instruction "One of the following is required". It contains two rows of input fields. The first row has "Student ID" and "Confirm Student ID" fields, both with a note "Dashes are not allowed". The second row has "Social Security Number" and "Confirm Social Security Number" fields, both with a placeholder "XXX-XX-XXXX". Below the fields are two questions with "YES" and "NO" buttons: "Are you requesting a transcript to be sent electronically?" and "Are you currently enrolled at University Of New Haven?". An information icon is located to the right of the first question.

For a physical copy mailed to an institution of your choice, be sure you have the correct mailing address. Addresses cannot be changed.

Select "Yes" to the question 'Are you currently enrolled at the University of New Haven?' for a copy of your UNewHaven Transcripts for your Verto semester abroad.

UNewHaven covers the cost of the transcript fee whether it is paper or electronic. If it is paper, the student is responsible for mailing costs.

Step 4. If you order a final transcript BEFORE the end of the term, be sure to indicate that you would like them to fill your request **AFTER Grades Are Posted**.



## Transcript Services

[Transcript Services](#) > [School Select](#) > Registrars Order

### Transcript and Delivery Details

#### Processing Details All fields required, unless otherwise indicated

When do you want your transcript processed?

Current Transcript - Process As Is

After Degree Is Awarded

After Grades Are Posted

Why are you ordering your transcript? ▼

#### Delivery Information

How do you want your transcript sent? ▼

Enter other required instructions only ⌵

(Optional)



## FAQs

### *Where can I find my UNewHaven Banner ID/Student ID #?*

Your UNewHaven Banner ID is located in your [Verto Student Registration Portal](#) on the My Grades tab.

All ID numbers are 8 digits that begin with two zeros, e.g. "00123456."

**CONNECT TO THE WORLD.  
SHARPEN YOUR MIND.  
DISCOVER YOURSELF.**

To view and download your unofficial transcripts, log into [myCharger](#) through the University of New Haven and click "Single Serve Banner" icon. Unofficial Transcripts are located under the "Student Records" tab in Single Serve Banner.

If you are having difficulty logging in, please visit [UNH's Verto Support Site](#).

If you are unable to access your unofficial transcripts via myCharger, contact [registrar@vertoeducation.org](mailto:registrar@vertoeducation.org).

**Account Details**

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Account Name  
Prickly Cactus

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Email  
[sheridan.gill+2304241256@vertoeducation.org](mailto:sheridan.gill+2304241256@vertoeducation.org)

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UNH Id  
77777777

[myCharger](#)  
[myCharger Instructions](#)