

UNEWHAVEN TRANSCRIPT ORDERING PROCESS

The following document contains information for all Verto Participants Last updated: 10 December 2024

Instructions for Students on Ordering Transcripts Overview Detailed Step-by-step instructions FAQs Where can I find my UNewHaven Banner ID/Student ID #?

Instructions for Students Ordering Transcripts

Note: Transcripts can be ordered starting no more than 30 days prior to 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 <u>University of New Haven</u> website for detailed transcript ordering information. Click "Transcript Ordering Services" under the Verto Education section. Review the information on the landing page and click "Order Transcripts" to proceed.

- Transcripts are processed through the National Student Clearinghouse.
- UNewHaven covers the cost of paper and electronic transcripts but you will be responsible for postage related to the delivery of paper 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.
- Select the recipient of your transcripts and click "Continue".



- Under "Processing Details", indicate if you would like a current transcript sent now or if you would like for delivery to wait until "after grades are posted".
 - 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.
- Select "**Yes**" for <u>currently enrolled</u> at University of New Haven, even if you order transcripts after the program completion date.

Detailed Step-By-Step Instructions

Step 1. From the <u>University of New Haven website</u>, 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 <u>click here</u> 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" once you have reviewed all of the information on the page.

	University of New Haven Transsvint Services
oniversity of New Haven Transcript Services	
	Please review the following information before submitting a request.
<u>iportant Informatior</u>	1
All transcripts are pro	pressed through the National Student Clearinghouse. Paper transcripts cannot be picked up on
and a second second second second	



١	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 for an electronic transcript - be sure to indicate you are a <u>current UNewHaven student</u> 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.

Student ID	Confirm Student ID	
Dashes are not allowed	Dashes are not allowed	
DR		
Social Security Number	Confirm Social Security Number	
XXX-XX-XXXXX	XXX-XXX-XXXX	
re you requesting a transcript to be	sent electronically? YES NO (

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

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(s) 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**.







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

Your UNewHaven Banner ID is located in <u>MyVerto</u> under the Course Information tab Next choose "Course Grades".

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 <u>myCharger</u> 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.	rd³ myCharger
If you are having difficulty logging in, please visit UNH's Verto Support Site.	☐ myCharger Instructions
Account Details	
Account Name Prickly Cactus	
Account Name Prickly Cactus Email sheridan.gill+2304241256@vertoeducation.org	