

Returning Consent Form

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> Submitting a Paperless Consent Form

If required by the school, you will be asked to return a signed and dated consent form to the Clearinghouse. To expedite your transcript delivery, we recommend the **"Sign Paperless Consent Form"** option, if it is offered by your school.

If your school does not offer paperless consent forms, the option will not display. Please see "Printing a Consent Form" below for instructions on faxing, emailing, or mailing your printed consent form to us.

Transcript Ordering dynamically generates an order-specific paperless consent form. You must sign the paperless consent form electronically, check the certification box, and submit the form.

1. Select **"Sign Paperless Consent Form."**

The screenshot shows the Hometown University transcript ordering interface. At the top, there is a navigation bar with the university logo and links for Accessibility, Help, and Log Out. Below this is a progress bar with six steps: Enter Personal Info, Select Recipient, Enter Recipient Details, Review Order, Enter Payment Info, and Sign Consent (which is currently selected). The main content area is titled "Authorization for Release of Educational Records Information for JOHN SMITH". It features an "Important Information" box stating that a signed consent form is required within 30 days. Below this, there is a "Sign Consent Form" section with instructions and two buttons: "Sign Paperless Consent Form" and "Download Consent Form". There is also a link for "What do I do if I don't have a printer?" and a "Back to Top" link. At the bottom, there is a footer with the National Student Clearinghouse logo and contact information, along with a copyright notice for 2015 and a link to download an Acrobat Reader.

2. The paperless consent form for your order will be displayed.

Help Topics

- + Transcripts
- + Verifications
- + Student Loans

Accessibility Help Log Out

Transcript Order Number: 12768328

Consent to Release Information from Education Records
Only the student him/herself may sign this form

The undersigned individual authorizes
Hometown University

to release the official transcript of his/her education record to the individuals and/or organizations listed below and agrees to the charges on his/her credit or debit card resulting from this order (which will appear on his/her credit or debit card statement as "College Transcript").

Held for pickup by: JOHN SMITH

Student Name: **JOHN SMITH** Authorized for Order Number: **12768328**

Clear and Re-Sign Date: 01/22/2015

Student Signature _____ Date _____

Self-certification Statement
 By checking this box, I, JOHN SMITH, 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.

In order to complete your transcript order, you must electronically sign this consent form. When we receive your consent form, National Student Clearinghouse will send you a notification (via email or text, depending on what you selected as your preference) once the consent form has been processed.

Important Information

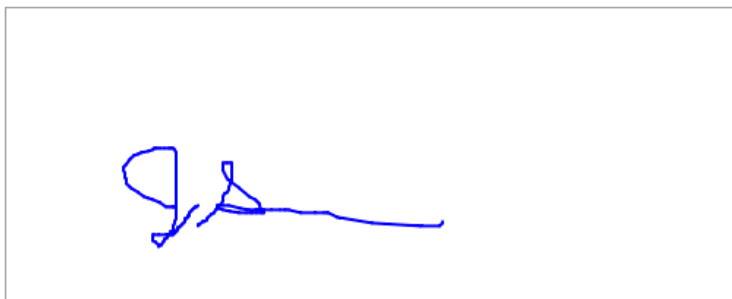
Instructions to electronically sign this consent form:

1. On a PC: Hold down the left button on your mouse and, using the mouse, sign your name in the signature box as you would with a pen.
2. On an iPad or iPhone: Sign your name in the signature box using your finger as a stylus.
3. If you are not satisfied with your signature, select the "Clear and Re-sign" button to clear your signature so you can sign again.
4. After signing your name, check the box next to the self-certification statement.
5. Select "Submit".

The information contained in this transmission may contain privileged and confidential information. It is intended only for the use of the person(s) named above and the National Student Clearinghouse. If you are not the intended recipient, you are hereby notified that any review, dissemination, distribution, or duplication of this communication is strictly prohibited. If you are not the intended recipient, please destroy all copies of the original message.

3. Use your mouse to sign your name in the signature box while holding down the left mouse button. If you are using a tablet, such as an iPad, or a smart phone, such as an iPhone or Android device, you can sign your name in the box with your finger.

4. If you are not satisfied with your electronic signature, select "Clear and Re-Sign."



Clear and Re-Sign

5. When you are satisfied with your signature, check the self-certification statement box displayed under your signature.

Clear and Re-Sign

Student Signature _____ Date 01/22/2015

Self-certification Statement
 By checking this box, I, JOHN SMITH, 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.

Submit Exit

6. Select “Submit.”

7. Your completed paperless consent form will be displayed.

Electronic Consent Authorization Confirmation

PLEASE PRINT THIS PAGE FOR YOUR RECORDS.

Your consent form has been successfully submitted on 01/22/2015 1:14 PM ET.
 You should receive a confirmation email shortly.

Transcript Order Number: **12768328**

Consent to Release Information from Education Records
 Only the student him/herself may sign this form

The undersigned individual authorizes
Hometown University
 to release the official transcript of his/her education record to the individuals and/or organizations listed below and agrees to the charges on his/her credit or debit card resulting from this order (which will appear on his/her credit or debit card statement as "College Transcript").

Hold for pickup by: JOHN SMITH

Student Name: **JOHN SMITH** Authorized for Order Number: **12768328**

Student Signature _____ Date 01/22/2015 1:14 PM ET

Self-certification Statement
 By checking this box, I, JOHN SMITH, 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.

Print Exit

In order to complete your transcript order, you must electronically sign this consent form. When we receive your consent form, National Student Clearinghouse will send you a notification (via email or text, depending on what you selected as your preference) once the consent form has been processed.

8. Select “Print” to generate a copy of the paperless consent form for your records.

9. Select “Exit” to close the paperless consent form.

10. Select “Next” to display your order confirmation.

11. Print a copy of the confirmation for your records.

12. Select “Done” to complete your order.

> Printing a Consent Form

1. Select the “Download Consent Form” button at the bottom of the page.

Accessibility Help Log Out

Enter Personal Info Select Recipient Enter Recipient Details Review Order Enter Payment Info **Sign Consent**

Authorization for Release of Educational Records Information for JOHN SMITH

Important Information

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 submitted your request, your order will be canceled and you will not be charged.

Sign Consent Form

Your transcript request (order number 12768328) has been received by the National Student Clearinghouse. Your transcript(s) cannot be sent by your school until National Student Clearinghouse receives your signed consent form. To expedite your transcript delivery, you can use the "Sign Paperless Consent Form" option. If you choose "Print Consent Form" option, please sign by hand and date a printed copy of the consent form and return it to us. We will accept a scan of your signed consent form as an email attachment.

In order to download the Paper Consent form you may need the latest versions of Adobe Reader.

[Sign Paperless Consent Form](#) [Download Consent Form](#)

What do I do if I don't have a printer? [Help](#)


[Back to Top](#)

Questions? Check [Transcript Ordering Help](#).

NATIONAL STUDENT CLEARINGHOUSE
2300 Dulles Station Blvd, Suite 300
Herndon, VA 20171

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[Download Acrobat Reader](#)

2. The consent form for your order will display. Download the form by selecting the button at the bottom of the form.



Transcript Order Number: 12768328

Consent to Release Information from Education Records

Only the student him/herself may sign this form

The undersigned individual authorizes

Hometown University

to release the official transcript of his/her education record to the individuals and/or organizations (recipients) on this order and agrees to the charges on his/her credit or debit card resulting from this order (which will appear on his/her credit or debit card statement as "College Transcript").

Recipients:

Name	Mailing Address (if applicable)
Hold for Pickup by JOHN SMITH	

Student Name: JOHN SMITH

Authorized for Order Number: 12768328

Student Signature

Date

In order to complete your transcript order, you must fax, mail or email a signed and dated copy of this consent form to the Clearinghouse. **DO NOT RETURN THIS FORM TO THE SCHOOL.** When we receive your consent form, National Student Clearinghouse will send you a notification (via email or text, depending on what you selected as your preference) once the consent form has been processed. We will not confirm receipt of your consent form over the telephone.

Instructions

If we do not receive your signed and dated consent form within 30 calendar days from the date you submitted your request, your order will be canceled and you will not be charged.

Fax: 703-742-4238 (remember to dial the '1' before the area code)
Mail: National Student Clearinghouse, 2300 Dulles Station Boulevard, Suite 300, Herndon, VA 20171
Email: consent@studentclearinghouse.org

The information contained in this transmission may contain privileged and confidential information. It is intended only for the use of the person(s) named above and the National Student Clearinghouse. If you are not the intended recipient, you are hereby notified that any review, dissemination, distribution, or duplication of this communication is strictly prohibited. If you are not the intended recipient, please destroy all copies of the original message.

3. Sign the form by hand and return it within 30 calendar days :

- Scan or take a picture of it and email it to: consent@studentclearinghouse.org (photo

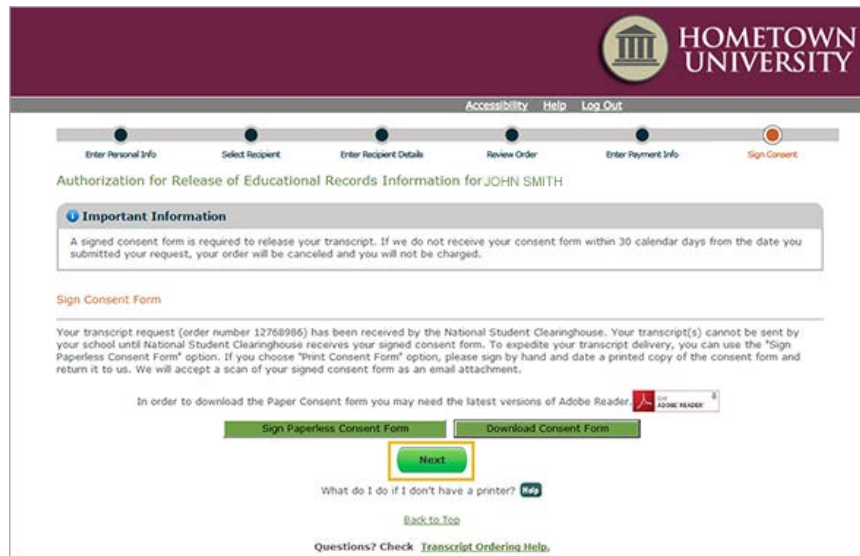
attachment must be a **GIF, JPEG, BMP, or TIFF**). Please email the photo attachment from the same email address listed on your transcript request,

- **Fax it to:** 1-703-742-4238 (*remember to dial 1-703 first*), or
- **Mail it to:** National Student Clearinghouse, 2300 Dulles Station Boulevard, Suite 220, Herndon, VA 20171

4. Once the form has been opened, a **"Next"** button will appear at the bottom of the order confirmation page.

5. Select **"Next"** to complete your order and display your order confirmation, which you should print for your records.

**Orders for which consent forms have not been received by the Clearinghouse within 30 calendar days are automatically canceled. If your order is canceled, you will not be charged.*



NATIONAL STUDENT CLEARINGHOUSE

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