

Entering Payment Information

You will be prompted to enter your credit card information once you have completed and reviewed the transcript order form.

*Transcript Ordering accepts all major credit cards. All transactions meet international **PCI** compliance standards for data security.*

The fee for your transcript order is displayed at the top of the screen shown below.

Help Topics

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- + [Student Loans](#)

NATIONAL STUDENT CLEARINGHOUSE

Transcript Ordering

Review Your Order

Order Number

111

Total Amount: USD 10.20

[Return to Transcript Ordering](#)

Pay With Your Credit Card

Cardholder Name

Jane Doe

Credit Card Number



Expiration Date (MMYY)

Security Code

CVV2 is the Visa term for the 3-digit security code on the back of the credit card (Visa and MasterCard). For American Express, it is 4-digits and located on the front.



Billing Address

Test Street 1

City

Test City

State/Province

Virginia

ZIP/Postal Code

20171

Country

United States

Pay With Your Credit Card

Your private information is secured using SSL (Secure Sockets Layer), the leading security protocol on the Internet. Information is encrypted and exchanged with an https server.

We respect your privacy. We will pass your name, address or e-mail address on only to the merchant.

Secure Payment provided by [First Data Corp.](#)

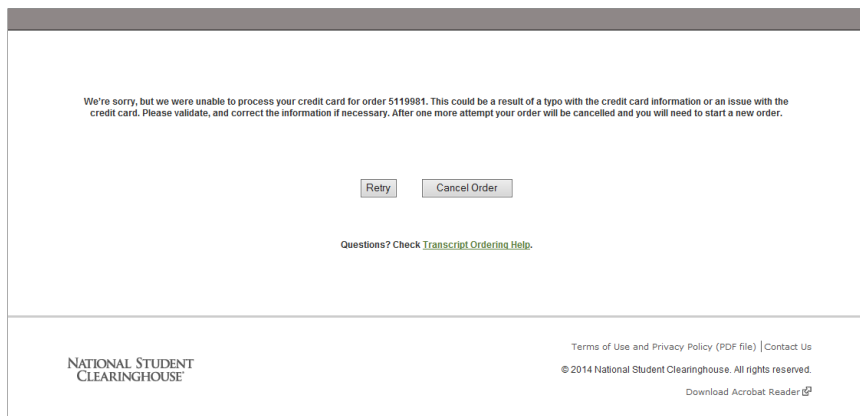
1. Pay With Your Credit Card.

- Your information will be secured using **SSL** (Secure Socket Layers), the leading security protocol on the internet. Information is encrypted for your protection.
- Transcript Ordering's Secure Payment Provider is First Data Corporation. You can view more information about First Data by clicking on the link in the lower right corner of the screen.

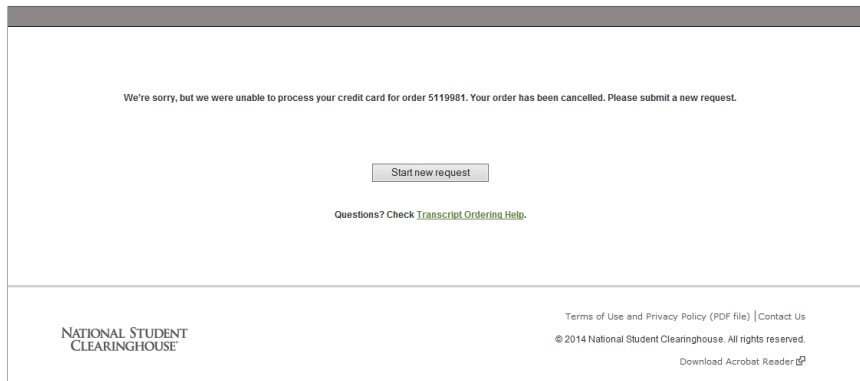
2. Enter the cardholder's name; credit card number, expiration date, and security code; and the cardholder's billing address.

3. Select "Pay with Your Credit Card."

4. If there is a typo or an issue with the card, a warning message will be displayed indicating that you can make one more attempt in the existing order to enter valid information.



5. After a second failed attempt, you will be prompted to start a new order.



6. If your payment was successfully submitted for processing, you will receive a confirmation of your transaction via email, which includes the order number.

7. **Your credit card will not be charged until the transcript(s) are sent.** The charge for your transcript will appear on your credit card statement as "Online Transcript Service." However, a hold for the amount of the order (also known as a pre-authorization or pending charge) is placed against your credit card each time you submit a transcript request. This pre-authorization is determined by your bank. Please contact your bank with any questions on the pre-authorization.



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