

SIMPLE STEPS FOR INTERNATIONAL STUDENTS TO ORDER

# OFFICIAL TRANSCRIPTS

If you are ordering transcripts to be sent to any address outside of the US, you should order a PDF to be sent as an email.

**Note: for a transcript to be official, it must be sent directly to an institution, not to you!**



## 1 LOG INTO ESIS

Click on "Order Official Transcript" under Main Menu and the "Start My Order."



## 2 ENTER YOUR SSN

If you don't have a SSN, enter "111-22-3333."



## 3 ENTER YOUR ADDRESS

The system may use your home address, but make sure to use your River Falls address.



## 4 ENTER YOUR EMAIL

Use your personal email, not your UWRF email.



## 5 ENTER AN ADDRESS

Use either your address or an institution's address. If the address is outside of the US, enter "." for the state and "00000" for the zip code.



## 6 ENTER A RECIPIENT EMAIL

You can have the PDF sent to you or your institution in your country.



## 7 FINISH THE ORDER

### IF YOU ARE STILL HAVING TROUBLE?

Contact the Credentials Customer Service Line  
(847) 716-3005