

# Chicago and Online Campuses

**WE STRONGLY ENCOURAGE YOU TO REVIEW THE INFORMATION  
BELOW BEFORE REQUESTING YOUR TRANSCRIPT**

Welcome!

The National Student Clearinghouse (Clearinghouse) is Adler University's servicer for official transcript requests for all campuses except Vancouver.

**Vancouver students and alum**, please connect directly with the Vancouver campus, [vanregistrar@adler.edu](mailto:vanregistrar@adler.edu), for all transcript requests.

Students have the option to order official electronic or paper transcripts through the Clearinghouse. Delivery options include secure electronic PDF, overnight shipping, standard United Postal Service, and various expedited options. Cost and fees are indicated as you select the type of transcript you want.

Transcripts will not be released until all financial obligations have been satisfied. This includes any outstanding balance, library materials, or library fines.

National Student Clearinghouse: <https://tsorder.studentclearinghouse.org/school/select>

**IMPORTANT: Students ordering transcripts for practicum, internship, and post-doc, please see below for important details and instructions.**

## **Unofficial Transcripts:**

Unofficial transcripts are currently free of charge. Current students and alum with access to Adler Connect have direct access to their unofficial transcript through the Student Planning option in Self-Service.

Alum and former students who do not have access to Self-Service, to request a copy of your unofficial transcript, please connect with us at [registrar@adler.edu](mailto:registrar@adler.edu) to request the Enrollment and Degree Verification form.

## **Practicum, Internship, and Post-Doc Official Transcript Requests:**

Currently there is no charge for official transcripts for students who are (1) actively enrolled in a degree program at Adler University's Chicago campus and are applying to practicum and internship, (2) current doctoral students at Adler University's Chicago campus applying for post-doc, or (3) Adler University Chicago campus doctoral graduates applying for post-doc whose degree conferral date is within one year of today.

Please follow the directions below. Refunds for these types of transcripts submitted through the Clearinghouse are not an option after the request has been processed. Practicum, internship, and post-doc transcripts requested for other purposes will be assessed the transcript fee and applicable ordering fees.

### **Practicum Official Transcripts (CURRENTLY ENROLLED STUDENTS):**

Please see the Clearinghouse website for the final date this option will be available for the current practicum application cycle.

This option is available for students currently enrolled in a degree program at Adler University's Chicago campus and are currently **applying** for a practicum, internship (non PsyD students), or externship that is part of their current Adler degree program.

There is a maximum of 10 transcripts per student.

**\*\*\*Please only order what you need. Double check to see if the site you are applying to needs an unofficial or official transcript. If the site requires an unofficial, please download your unofficial PDF transcript in Self-Service.\*\*\***

*When ordering, please answer "YES" to this question, "Are you requesting practicum transcripts?"*

**Transcripts are sent as is.** Please check your unofficial transcript in Self-Service before ordering. If you are missing a grade, connect directly with your instructor. There will be a charge for transcript reprints beyond the initial 10 allotted to each student.

*Please note this option is monitored by Registrar staff. Ineligible students discovered using this option will have their request cancelled. The student will be reported to their Department Chair/Program Director for violating the University's Statement of Student Responsibilities (see the current catalog for the policy).*

### **Internship Transcripts [PsyD] (CURRENTLY ENROLLED STUDENTS):**

Please e-mail your request along with the APPI form **and** PsyD Internship Transcript Request Coversheet to registrar@adler.edu. There is a maximum of one internship transcript.

The PsyD Internship Transcript Request Coversheet is available on the Registrar page on Adler Connect.

APPI form questions: please review all communication received from your internship point person. If you have additional questions about the APPI form or the internship process, please connect directly with your internship point person. The APPI form is not a Registrar form.

### **Internship Transcripts [PsyD] (FORMER ADLER STUDENTS):**

IF YOU ARE NOT CURRENTLY ENROLLED in a degree program at Adler, you must:

Submit your transcript request here through the Clearinghouse.

If you are utilizing the APPI form submit your transcript request here through the Clearinghouse, but email your APPI form to registrar@adler.edu. Please note in your email you have already submitted your transcript request through the Clearinghouse.

### **Post-Doc:**

Effective December 1, 2019, current students applying for post-doc and alumni applying for post-doc within one year of the degree conferral date posted on their transcript may request up to 10 free

official transcripts within a 365-day period. Students and alum needing more than 10 official transcripts within a 365-day period must request and purchase any excess through the Clearinghouse. Students and alum needing transcripts after the 365-day period must request and purchase through the Clearinghouse.

If you do not use the transcripts you requested, you are not eligible for additional transcripts.

When submitting your request for free post-doc transcripts, please remember to include the following:

1. The APPI form (this is not a Registrar or Adler University form) and the PsyD Internship Request Coversheet located on the Registrar page on Adler Connect. **Transcripts will be sent directly to the student.**

**OR**

2. The Enrollment and Degree Verification form located on the Registrar page on Adler Connect, with "Post-Doc Transcript Request" selected, and a job description for each post-doc position (\*\*REQUIRED\*\*). **Transcripts will be sent directly to the student.**

If you do not have access to Adler Connect, please email us at registrar@adler.edu.

If you have questions regarding the transcript ordering process, please connect with us at registrar@adler.edu.

**Please click the following link to be taken to the National Student Clearinghouse website:**  
<https://tsorder.studentclearinghouse.org/school/select>