



## Transcript Ordering Services

The Federal Educational Rights to Privacy Act (FERPA) requires written permission of the student to release a transcript.

The PIN serves as an electronic signature therefore transcripts may be requested online via SCORE. If you are unsure of your GHC ID# please use the "[GHC ID Lookup](#)" link. If you are unsure of your PIN please enter your GHC ID# on the [SCORE](#) login page and then click on the "Forgot PIN" button.

### Requesting transcripts online via SCORE:

- Log into [SCORE](#)
- Click on "Student Services"
- Click on "Student Records"
- Click on "Order Official Transcript" (*This will log you directly into the Credential Solutions website*)

**NOTE:** You should always log into your SCORE account and review your Advising Transcript to make sure all grades are posted or your degree has been awarded before submitting your transcript request.

For assistance please email [registrar@highlands.edu](mailto:registrar@highlands.edu)

## Click on Order Transcripts



Georgia Highlands College  
Rome, GA

### Transcript Ordering Services Georgia Highlands College

Order Transcript(s)

Do not use browser back or forward buttons  
Your session will time out after 60 minutes of no activity

▶ Pricing and Payment

▶ Authorization Info

▶ Ordering Overview

▶ Electronic Transcripts

▶ FAQs



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Deerfield, IL 60015

[Transcripts FAQs](#) | [Privacy Policy](#) | [Customer Service](#)

**Student Information - Enter the required data fields, then click next. There are 5 steps you must complete as indicated on the status bar.**

**GHC**  
GEORGIA HIGHLANDS COLLEGE

Georgia Highlands College  
Rome, GA

Student Info Order Options Recipient(s) Summary Payment

**Student Information**

Information needed to locate your records

Student ID   
[I don't know my Student ID](#)

Attended From Year  \*Required

Attended To Year  \*Required

Birth Date  \*Required  
Enter as MMDDYYYY

Enter names as they exist in the school records

First Name  \*Required

Middle Name

Last Name  \*Required

Suffix (optional)

Other Last Names (optional)

Enter your current address

Country  [Change Country](#)

Current Address  \*Required

City  \*Required

State  \*Required Only for United States, Canada, Mexico, and Australia

ZIP Code  [City/State/Zip Help](#)

**Communication Information**

Email Information - Required to send order receipt and status updates

Email Address  \*Required

Verify Email  \*Required  
To avoid problems, please be sure that [mysupport@credentialssolutions.com](mailto:mysupport@credentialssolutions.com) is in your address book.

Telephone Information

Telephone Country  [Select Country](#)

Telephone #  \*Required  
U.S. numbers must be entered as: NNN-NNN-NNNN  
Enter N/A if no phone number is available

Cell Phone Info - Optional (U.S. numbers only)

To also be notified about order status via text messages to your cell phone, enter your information below. Any message charges are your responsibility.

Cell Phone No.

Verify Cell Phone No.   
U.S. Phones Only - Enter as NNN-NNN-NNNN

Cell Phone Co.

Previous [Next](#)

**Order Options - You are required to choose a primary reason for ordering.**

**GHC**  
GEORGIA HIGHLANDS COLLEGE

Georgia Highlands College  
Rome, GA

Student Info   **Order Options**   Recipient(s)   Summary   Payment

**Please choose a service for this order**

Official Transcript - Deliver to Recipient  
\$5.00 per copy.  
Processed within 1 business day provided the order has been authorized.

**Tell us when to release your transcript(s)**

Send Now (Include courses in progress)

Send after my grades are posted.  
(Most recent term)

Fall Semester  
 Summer Semester

Send after my degree has been awarded.  
(Typically within 2 weeks after the graduation ceremony)


Fall Semester  
 Summer Semester

**Other Information required by Georgia Highlands College**

Primary Reason for Ordering   Select a Reason for Ordering   \*Required

Previous   Next

## Choose a Type of Recipient


Georgia Highlands College  
Rome, GA

Student Info → Order Options → **Recipient(s)** → Summary → Payment

Please choose a type of recipient


- Search our Recipient Table  
Choose this option to search recipients that are already set up in our system.  
This is the only way to find colleges or universities who receive transcripts electronically.  
**Select the recipient's state:**
- Myself
- Select an Application Service  
Choose this option for Application Services such as AMCAS, LSAC, PHARMCAS, etc.
- Direct Access Code Lookup  
Choose this option if you were provided with a "Direct Access Code" by your recipient.
- Enter Recipient Manually

## Select Recipient and Choose Delivery Method


Georgia Highlands College  
Rome, GA

Student Info   Order Options   **Recipient(s)**   Summary   Payment

Searching for Recipient 1 In GEORGIA

Search 


Available Recipients for Georgia State University

Address	College/University Type	Delivery Method(s) 
UNDERGRADUATE ADMISSIONS GEORGIA STATE UNIVERSITY PO BOX 4009 ATLANTA GA 30302-4009	Undergraduate	Paper Hard-copy
LAW SCHOOL ADMISSION GEORGIA STATE UNIVERSITY PO BOX 3965 ATLANTA GA 30302-3965	Graduate	Paper Hard-copy
GRADUATE ADMISSIONS GEORGIA STATE UNIVERSITY PO BOX 4018 ATLANTA GA 30302-4018	Graduate	Paper Hard-copy

My recipient was not found. I want to enter the address manually

Cancel This Recipient

## Verify Recipient and Confirm

Georgia Highlands College  
Rome, GA

Student Info → Order Options → **Recipient(s)** → Summary → Payment

### Transcript Recipient 1

**Delivery Method** Paper Hard-copy

**Recipient Address**

**Address** UNDERGRADUATE ADMISSIONS  
GEORGIA STATE UNIVERSITY  
PO BOX 4009  
ATLANTA GA 30302-4009

**Telephone #** 404-413-2500

**Attachment Options for this Recipient**

Some recipients require additional information pages ("Attachments") alongside your transcript.  
Any transcript order with an Attachment is currently limited to a single recipient.

**Are you providing an attachment?**

No  Yes (This is not common) [?](#)

**Recipient Confirmation**

Although we make every effort to maintain current Recipient Information in our database, it's your responsibility to ensure this information is correct.  
Please verify the above and check the box to continue.

I confirm this recipient

## Choose the number of transcripts to be sent

**GHC**  
GEORGIA HIGHLANDS COLLEGE

Georgia Highlands College  
Rome, GA

Student Info → Order Options → **Recipient(s)** → Summary → Payment

Please choose a method for delivery of your transcript for Recipient 1

Printed Transcript Mailed to Recipient

# Transcripts to this address

1 Transcript ▼

1st Class Mail

Included in basic charge

Cancel This Recipient

Next



## Verify Recipient




Student Info   Order Options   **Recipient(s)**   Summary   Payment

Your Recipients				
	Quantity	Delivery Method	Recipient	Actions
Recipient 1	1 Transcript	Printed 1st Class Mail	UNDERGRADUATE ADMISSIONS GEORGIA STATE UNIVERSITY PO BOX 4009 ATLANTA GA 30302-4009	<a href="#">Remove</a> <a href="#">Update</a>

[Add Recipient](#)  
Enter additional recipients (maximum of 5 allowed on this order)

[Continue to Order Summary](#)

## Verify the Summary

Georgia Highlands College  
Rome, GA

[Student Info](#) [Order Options](#) [Recipient\(s\)](#) **[Summary](#)** [Payment](#)

Please review and verify all information is correct before placing your order. If any changes are needed, click the [Edit](#) button to update your information. We are unable to update orders once placed and/or completed.

**Student Information** [Edit](#)

<b>Name:</b>	JOHN DOE	<b>Student ID:</b>	90000000
<b>Address:</b>	3175 CEDARTOWN HWY. ROME GA 30161-3887	<b>Birth Date:</b>	01/01/2000
<b>Telephone #:</b>	404-555-5000	<b>Attended From Year:</b>	2019
<b>Email Address:</b>	myemail@highlands.edu	<b>Attended To Year:</b>	2019
<b>Cell Phone Co.:</b>	T-Mobile USA		
<b>Cell Phone No.:</b>	404-555-5000		

**Basic Order Information** [Edit](#)

<b>Service Type:</b>	Official Transcript - Deliver to Recipient
<b>When to Send Transcript:</b>	Send Now (Include courses in progress)
<b>Primary Reason for Ordering:</b>	For Myself

**Your Recipient(s)** [Edit](#)


	Quantity	Delivery Method	Recipient
<b>Recipient 1</b>	1 Transcript	Printed 1st Class Mail	UNDERGRADUATE ADMISSIONS GEORGIA STATE UNIVERSITY PO BOX 4009 ATLANTA GA 30302-4009

**Summary of Charges for Your Order**


School Transcript Charges:	\$5.00
Handling Charges:	\$0.00
<b>Total Charge for This Transcript Order:</b>	<b>\$5.00</b>

[Cancel Order](#) [Go to Payment](#)

## Accept Agreement

Georgia Highlands College  
Rome, GA

Student Info → Order Options → Recipient(s) → Summary → **Payment**



CLICK TO VERIFY

Refresh

### Step 1: Accept Agreement

You are about to authorize a payment to **Credentials Solutions, LLC** acting as agent for **Georgia Highlands College** in this transaction for **\$5.00**. Please note that our merchant name associated with this charge on your statement will be: [COLLEGE TRANSCRIPT](#).

I have read and agree to the terms in the Credentials Transaction Agreement

[Refund Policy](#)

### Step 2: Payment Information

Previous

Refresh

Payment Information – Once you submit your request you will receive email confirmation

The screenshot shows the Georgia Highlands College (GHC) payment gateway. At the top, the GHC logo is on the left, and "Georgia Highlands College, Rome, GA" is on the right. A navigation bar contains links for "Student Info", "Order Options", "Receipt(s)", "Summary", and "Payment", with "Payment" being the active tab. Below the navigation bar is a "Refresh" button. The main content area is divided into two steps: "Step 1: Accept Agreement" and "Step 2: Payment Information". Under "Step 2", there is a link: "Click here if you are having trouble using the payment form below." The "Review Your Order" section shows a "Total Amount: USD 5.00". The "Pay With Your Credit Card" section includes a "Credit Card Number" field, a "Security Code" field, and an "Expiry Date (MMYY)" field. Below these fields are logos for VISA, MasterCard, Discover, American Express, and JCB. A note explains CVV2: "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." Below this note are logos for American Express and Discover. The "Cardholder Name" field contains "JOHN DOE" and the "Address" field contains "3175 CEDARTOWN HWY.". At the bottom of the form are "Previous" and "Refresh" buttons. A vertical sidebar on the left side of the form reads "Payeezy Gateway Demo".

**GHC**  
Georgia Highlands College  
Rome, GA

Student Info | Order Options | Receipt(s) | Summary | **Payment**

Refresh

Step 1: Accept Agreement

Step 2: Payment Information

Click here if you are having trouble using the payment form below.

**Review Your Order**

Total Amount: USD **5.00**

**Pay With Your Credit Card**

**Credit Card Number**

VISA | MasterCard | Discover | American Express | JCB

**Expiry 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.

American Express | Discover

**Cardholder Name**

**Address**

Previous | Refresh

Payeezy Gateway Demo