

ACE REGISTRY® & TRANSCRIPT INSTRUCTIONS

Step 1, Go to <https://www.acenet.edu/transcripts>

Step 2, Click on “order transcript” in left sidebar; a box will appear listing the courses you have taken. Click on the red “order transcript” icon at the bottom.

Step 3, You’ll be asked to enter a destination. Click on “College/University”, then click on the gray “Find college/university” icon at bottom

Step 4, Enter the name of the college/university where you want the transcript sent. A list of results will appear. Click the red “Select” icon next to the name of the correct result. Click “Next”.

Step 5, Choose the format in which you want your transcript sent (Electronic or Paper).

- Electronic transcripts: If you choose this method, a PDF file will be emailed to the admissions office at your institution. The institution must open and save the transcript after 14 days, or it will expire. Not all institutions accept electronic transcripts; before you hit send, call your institution to make sure they accept this kind of transcript.
- Paper transcripts: If you choose this method, your transcript will be sent through the mail. Regular postage fees will apply.

Step 6, Enter the destination where you want your transcript sent. If you are sending the transcript electronically, you should enter the email address for the institution’s admissions office. If you are sending the transcript through the mail, you should enter the mailing address of the institution’s admissions office.

NOTE: Do not send the transcript to your personal email address – this will invalidate it!

Step 7, Enter ACE billing information and click “Submit Order”.

Once you submit your transcript request, the ASIS International certification department will be review and approve. The department will also send an e-mail notification. ACE charges a fee for establishing a record. This allows you to obtain transcripts for all approved programs, not only those you obtain via ASIS.

The fee for establishing a record with ACE is \$40.00. This fee includes one complimentary transcript. Additional transcripts are \$15.00 each.

Please use the ACE’s Resource Center if assistance is needed via e-mail (credit@acenet.edu) or phone (856-205-6267).

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