SIMPCE 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

https://www.uwrf.edu/Registrar/Transcripts/Index.cfm