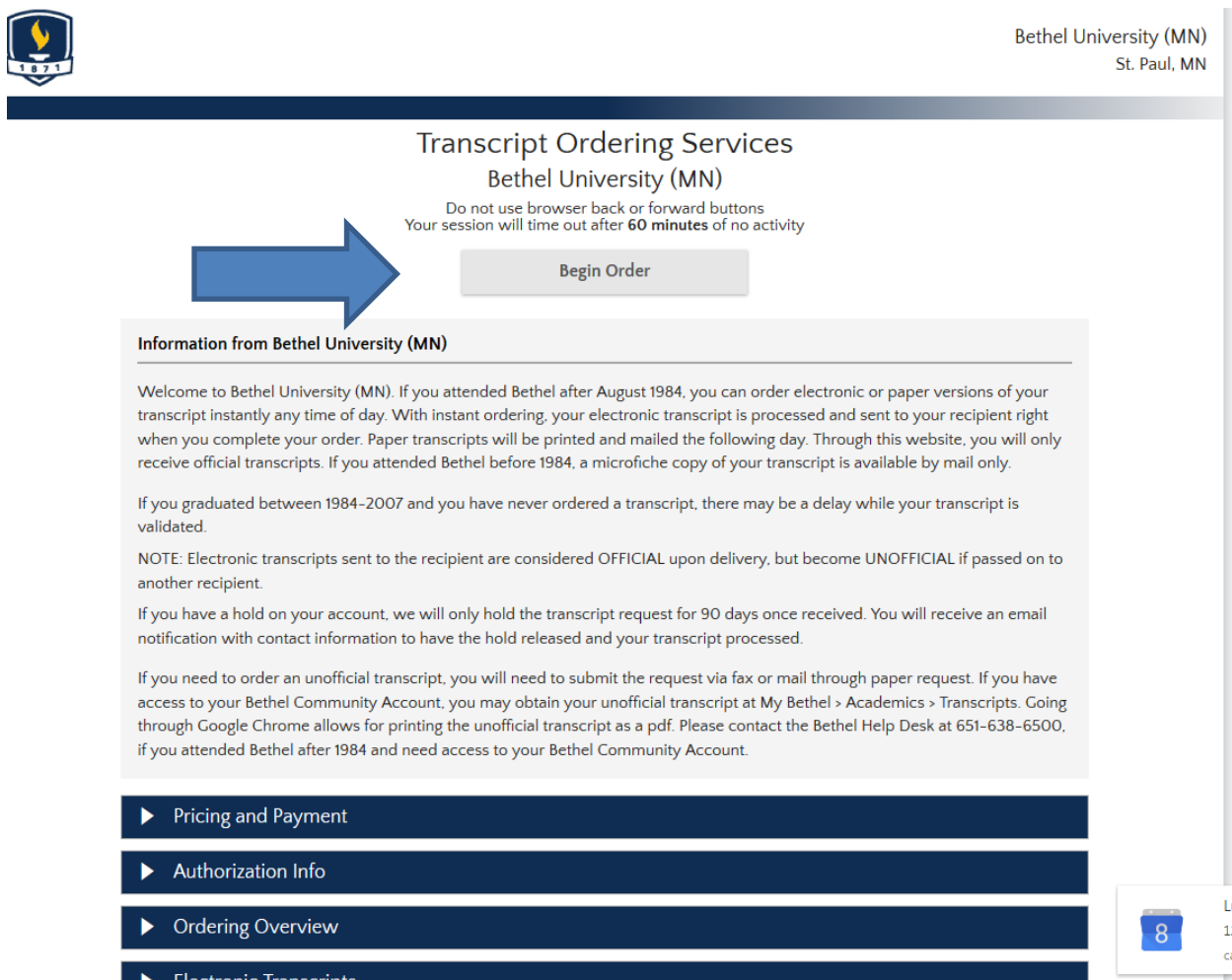


## New Instant Ordering for Transcripts

We are excited to announce new [instant online ordering for transcripts](#). No need for rush orders! Now Bethel students and alumni can have electronic transcripts processed instantly at any time of day. Paper transcripts will be processed and mailed the next business day. Some exceptions will apply. Through the new instant ordering system, there will no longer be rush fees for same-day processing. All transcript orders will be \$8 per transcript. If you have any questions, contact the [Office of the Registrar](#).

Bethel University has retained Credentials Inc. to accept transcript orders over the Internet. Please follow the instructions below to enter your order. If you are uncomfortable placing an order online, you can call Credentials Inc. at 847-716-3005 to place your order request. There is an additional operator surcharge for placing orders over the telephone.

1. Click on the link: [“instant online ordering for transcripts”](#)
2. Click on Log in with my Bethel Community Account or Order without an account
3. Click on Begin Order Button.



Bethel University (MN)  
St. Paul, MN

### Transcript Ordering Services

Bethel University (MN)

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

[Begin Order](#)

#### Information from Bethel University (MN)

Welcome to Bethel University (MN). If you attended Bethel after August 1984, you can order electronic or paper versions of your transcript instantly any time of day. With instant ordering, your electronic transcript is processed and sent to your recipient right when you complete your order. Paper transcripts will be printed and mailed the following day. Through this website, you will only receive official transcripts. If you attended Bethel before 1984, a microfiche copy of your transcript is available by mail only.

If you graduated between 1984-2007 and you have never ordered a transcript, there may be a delay while your transcript is validated.

NOTE: Electronic transcripts sent to the recipient are considered OFFICIAL upon delivery, but become UNOFFICIAL if passed on to another recipient.

If you have a hold on your account, we will only hold the transcript request for 90 days once received. You will receive an email notification with contact information to have the hold released and your transcript processed.

If you need to order an unofficial transcript, you will need to submit the request via fax or mail through paper request. If you have access to your Bethel Community Account, you may obtain your unofficial transcript at My Bethel > Academics > Transcripts. Going through Google Chrome allows for printing the unofficial transcript as a pdf. Please contact the Bethel Help Desk at 651-638-6500, if you attended Bethel after 1984 and need access to your Bethel Community Account.

- ▶ Pricing and Payment
- ▶ Authorization Info
- ▶ Ordering Overview
- ▶ Electronic Transcripts

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4. Fill out the Student and Communication Information questions. Please be as accurate as possible with your answers. They will identify who you are, and will make it possible to pull out your transcript records faster and efficiently.



Student Information

Information needed to locate your records

Student ID

Social Sec #  Either SSN or Student ID must be specified

Attended From Year  \*Required

Attended To Year  \*Required

Birth Date  \*Required

Enter names as they exist in the school records

First Name  \*Required

Middle Name

Last Name  \*Required

Suffix  Jr, Sr, etc.

Other Last Names

Enter your current address

Country

Current Address  \*Required

City  \*Required

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

ZIP Code

Please update school records to reflect this address



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

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

Credentials  
Solutions

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Northfield, IL 60093

[Transcripts FAQs](#)

[Privacy Policy](#)

[Customer Service](#)

- Select your order option. Transcripts will be sent immediately to your recipient (electronically) or mailed the next day. Please allow additional time for mail delivery by the US Postal Service. Transcript orders may be delayed if you have holds on your records, such as Business Office holds, or if you attended Bethel between 1984 and 2007 and have not ordered a transcript before. Your transcript will need validation before its release.**

**If you select Official Transcript – Pick up, the order will be printed at Bethel University Registrar’s Office in the Saint Paul, MN, CAS campus, located at Townhouse M, 3900 Bethel Drive, Saint Paul, MN 55112, and will be available for you to pick up, Monday through Friday, 9 a.m. to 4:30 p.m. We are closed during Chapel, Monday, Wednesday and Fridays from 10:15 to 11 a.m. Bring your ID.**

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

#### Please choose a service for this order

- Official Transcript - Deliver to Recipient

\$5.25 per copy.  
Processed within 1 business day provided the order has been authorized.

- Official Transcript - Pick Up

\$5.25 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 for:  
(Most recent term)

- Fall Semester

Send after my degree has been awarded for:  
(Typically within 4-6 weeks after the graduation ceremony)

- Fall Semester

- Send after Licensure Recommendation

6. If you select to hold your transcript to be sent after grades are posted or your degree has been awarded, we will send your transcript after the end of term processing, when all grades have been submitted, GPA calculated, and degrees have been awarded. **NOTE: End of term processing can take several weeks after the term has ended.**  
**Current CAS students: Please note your transcript will be automatically held until the end of term processing. Please contact the Registrar's Office if you need an exception.**

7. Select your recipient:



Bethel University (MN)  
St. Paul, MN



A valid mailing address must be provided for all transcript requests from Bethel University (MN); this includes any transcript that will be sent using an electronic delivery option. If your order is eligible for an electronic delivery option, you will be shown that option **after** you have provided an address for the recipient.

**Please choose a type of recipient**

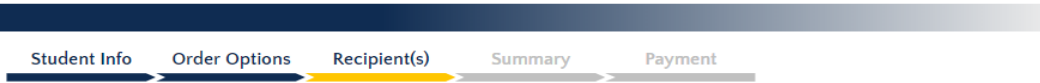
- Search our Recipient Table  
Choose this option to search recipients that are already set up in our system.  
This is the only way to find colleges or universities who receive transcripts electronically.
- Myself
- Select an Application Service  
Choose this option for Application Services such as 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

Cancel This Recipient

8. Select PDF or Transcript Printed and Mailed to Recipient:



Bethel University (MN)  
St. Paul, MN



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

- PDF Transcript Downloaded by Third-Party Recipient  
[? Tell Me More](#)
- Printed Transcript Mailed to Recipient

Cancel This Recipient

Next

9. Verify/correct the recipient's information.

10. Choose the delivery method: Electronic or Mail

11. If electronic, provide the recipients email address, if it was not already selected on step 5 from the drop down menu, or any of the other selections. Please note: you must provide the recipient's mailing address even if you are sending the transcript electronically.



Bethel University (MN)  
St. Paul, MN

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

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

PDF Transcript Downloaded by Third-Party Recipient

[Tell Me More](#)

**Disclaimer:** We will inform the recipient when the transcript is ready to be downloaded and provide instructions for completing the download.

You assume all responsibility for:

1. Ensuring that the recipient is willing to accept this transcript in a PDF format.
2. Providing the correct email address for the recipient
3. Ensuring that this PDF transcript is downloaded within 30 days (No refund will be given)
4. Delays on the part of the recipient in fulfilling his/her responsibilities

Recipient Email

Re-Enter Recipient Email

Printed Transcript Mailed to Recipient

12. View summary to verify your order.

13. Enter payment via credit card on secure website.

14. Cost for the transcript \$5.25 plus \$2.75 Handling Fee = \$8 per copy. Additional charges may apply, see table below.

## ▼ Pricing and Payment

### Processing and Transcript Charges

Official Transcript - Deliver to Recipient	\$5.25 <i>Per Transcript</i>
Official Transcript - Pick Up	\$5.25 <i>Per Transcript</i>

### Electronic Delivery Charges

PDF Delivered to College/University	\$0.00 <i>Additional Per Transcript</i>
PDF Transcript Downloaded by Third-Party Recipient	\$0.00 <i>Additional Per Transcript</i>

### Printed Delivery Charges

1st Class Mail	\$0.00 <i>Per Transcript</i>
Domestic Federal Express to main 48 states	\$20.00 <i>Additional Per Recipient</i>
Domestic Federal Express to Alaska or Hawaii	\$23.00 <i>Additional Per Recipient</i>
International Federal Express	\$43.00 <i>Additional Per Recipient</i>

### Handling and Surcharges

Handling Charge for Internet Orders	\$2.75 <i>Per Transcript</i>
Surcharge for Operator-Entered Orders	\$15.00 <i>Additional Per Order</i>

### Payment Methods

You must have one of the following credit/debit cards available to pay for this order:



-- AND --

You must have a valid EMAIL address so that we can communicate with you about the status of your order.

For credit card orders, we do not actually charge your credit card at the time you place your order. Instead, we validate your card information and "pre-authorize" the amount that will eventually be charged to your card when your order is completed. If your order is cancelled before it is completed, there will not be any charge to your credit card.

You may check the status of your order by going to [www.transcriptsplus.net/order](http://www.transcriptsplus.net/order) and clicking the "[Check the Status of My Order](#)" link. You will need your original order number as well as the Student ID number or Social Security number that you entered on your order.

If you have questions about the process or encounter difficulty in entering your order, Credentials Inc. have Customer Service representatives available from 7:00 am to 8:00 pm on Monday-Thursday and from 7:00 am to 6:00 pm (CST/CDT) on Fridays. Please call their Customer Service number 847-716-3005, and one of Credentials Inc. representatives will be happy to assist you.