HOW TO ORDER YOUR TRANSCRIPTS THROUGH RAMWEB
Getting Started

- Log in to your RAMweb
- Once logged in, you will go to the menu bar on the top right corner
Go to the drop down menu and click on the Records option

Then click on the Transcripts option
You will then click the Official Transcript option.
You will then see options on how to order your Official Transcripts.

We recommend to do the Electronic Transcripts since they are cost and time efficient.
You will then be taken to a page to order your transcripts as a **PDF** file.

You will then be going through a check out process of putting in your personal information.
Who do you send it to?

- When you get to the recipient section you will choose the “Enter Recipient Manually” option.
You then have to fill out the recipient information which is provided here.

For recipient email, you will put: **educationabroad@colostate.edu** (for CSU programs) OR your program provider email address (@api, etc.)

For recipient is put the option: **A College Application Service**
You will need a credit/debit card to complete your transaction of ordering your transcripts.
Problems? It’s okay we are here to help

If you have any questions you can call our office at 970-491-6342 or email us at educationabroad@colostate.edu