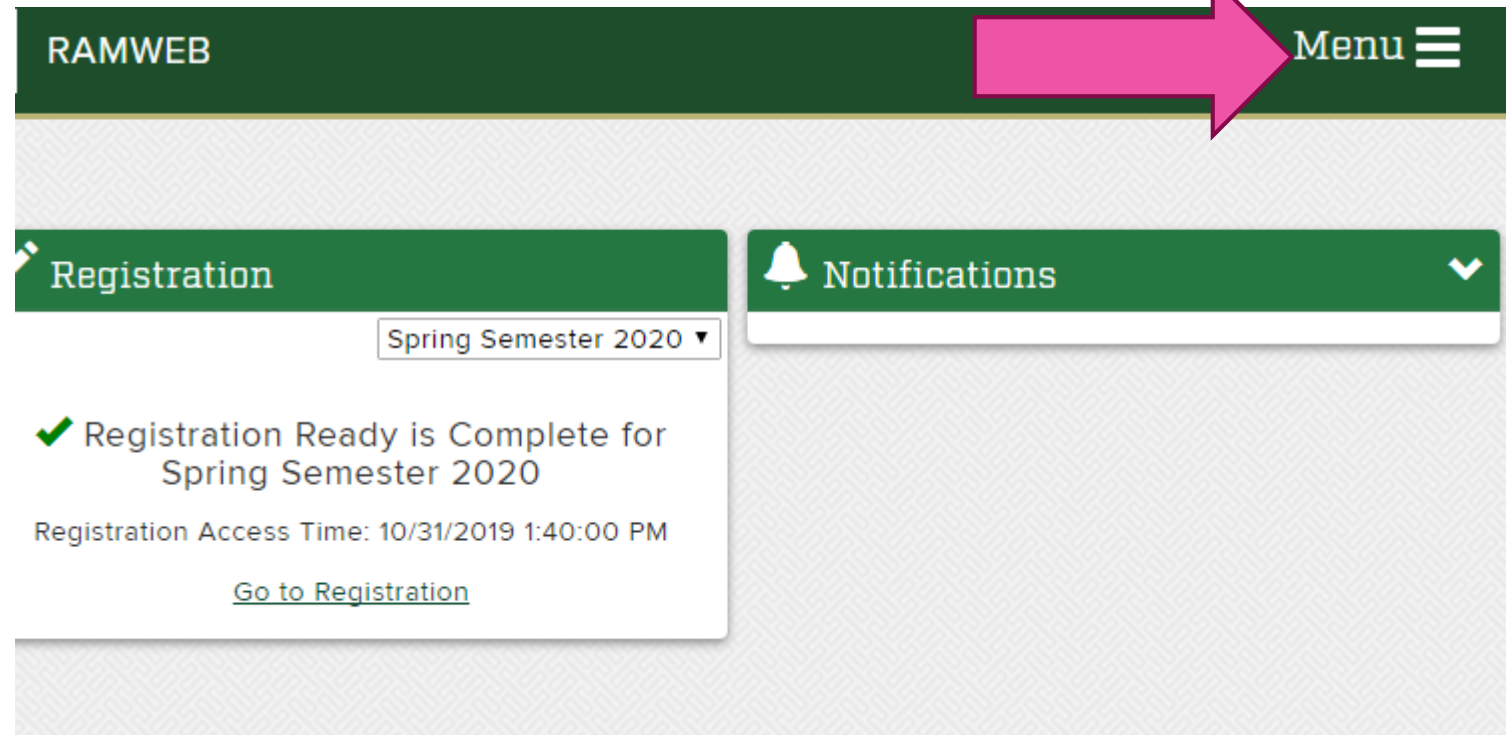


HOW TO ORDER YOUR TRANSCRIPTS THROUGH RAMWEB

Getting Started

- ▶ Log in to your RAMweb
- ▶ Once logged in, you will go to the menu bar on the top right corner



The screenshot displays the RAMWEB interface. At the top, a dark green header bar contains the text "RAMWEB" on the left and a "Menu" button with a hamburger icon on the right. A large pink arrow points from the "Menu" button towards the left. Below the header, the main content area has a light gray background with a subtle pattern. On the left, there is a green "Registration" button with a pencil icon. To its right is a "Spring Semester 2020" dropdown menu. Below these, a white notification box with a green checkmark icon contains the text: "Registration Ready is Complete for Spring Semester 2020", "Registration Access Time: 10/31/2019 1:40:00 PM", and a link "Go to Registration". On the right side, there is a green "Notifications" button with a bell icon and a dropdown arrow.

RAMWEB

Menu ☰

Registration

Spring Semester 2020 ▼

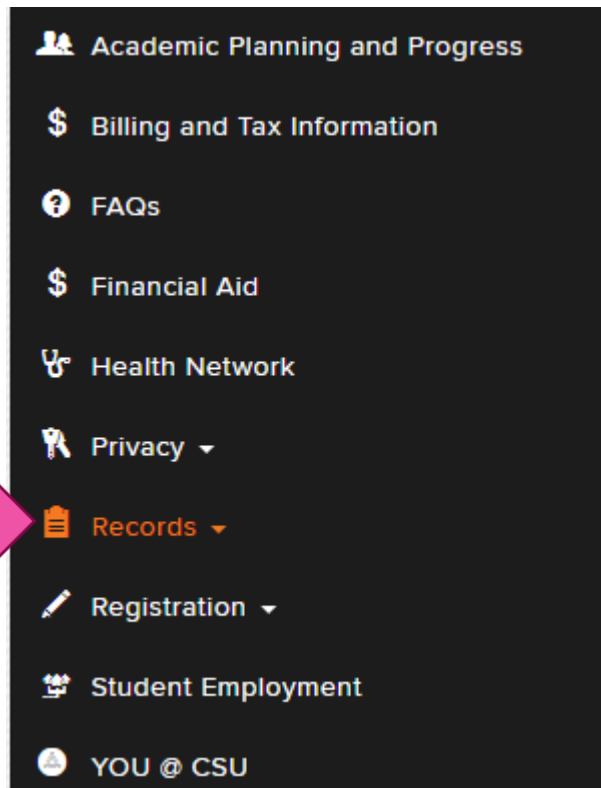
✓ Registration Ready is Complete for Spring Semester 2020

Registration Access Time: 10/31/2019 1:40:00 PM

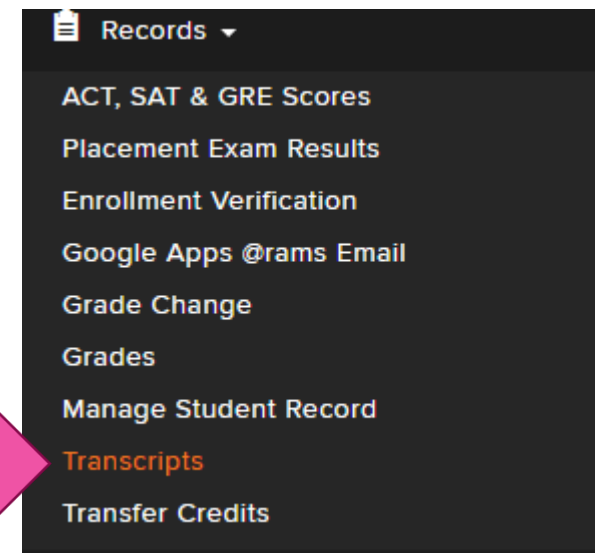
[Go to Registration](#)

Notifications ▼

- ▶ Go to the drop down menu and click on the Records option

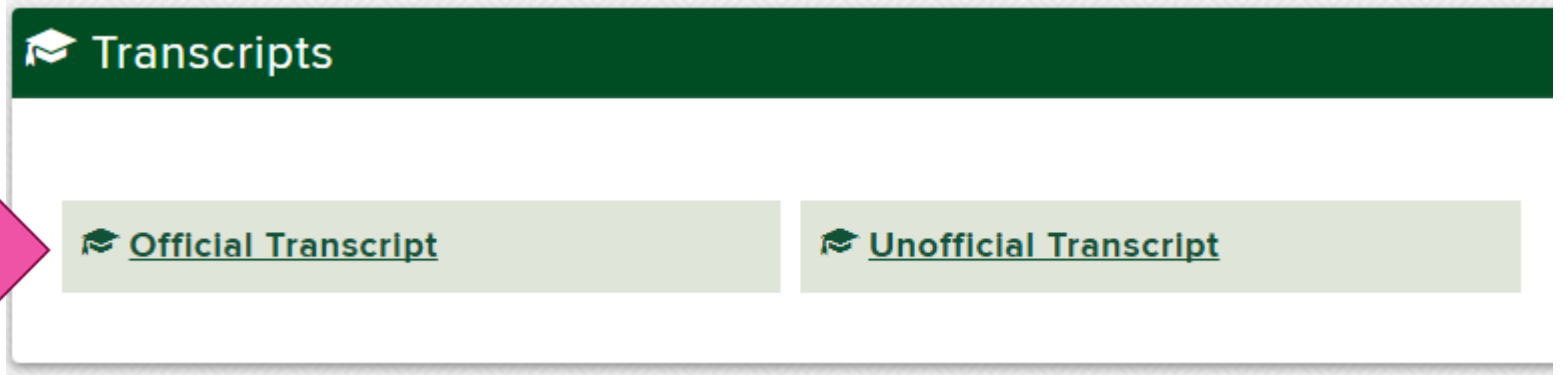


- Then click on the Transcripts option



Transcript

- ▶ 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

PAYMENT

Credit Card

PRICING



Secure Electronic	\$11.00
First Class Mail (Domestic or International)	\$13.00
Student Pick-up (Next Business Day)	\$15.00

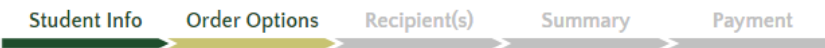
Transcript Order

- ▶ 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

Please choose one of the following options:

Order PDF Transcript(s)





Please choose a service for this order

☒ Official Transcript - Deliver to Recipient

\$11 per electronic transcript or \$13 per paper transcript.
Processed within 1 business day after the order has been completed.

Tell us when to release your transcript(s)

☒ Send Now

(Select this if you have verified on your unofficial transcript that the grades/degrees you need to have included are indeed already posted.)

Hold until degree is conferred:

☐ Fall 2019 Semester

(Select if you are expecting an
unofficial transcript. For
transcript.)

- Select a Reason for Ordering
- For Myself
- For Me to Send/Deliver to Someone Else**
- For Transfer Admission
- For Transfer of Courses Taken Elsewhere
- For a Reverse Transfer Degree Program
- For Undergraduate Admission
- For Graduate Admission
- For Employment
- For Board Certification
- For State Licensure
- For a Scholarship
- For Some Other Reason

listed - AND you have verified that it is NOT already displaying on your
er, retrun to this site when that semester has begun to order your

Other information required by Colorado

Primary Reason for Ordering

Select a Reason for Ordering ▼

*Required

For “primary reason for
ordering” choose:
**For Me to Send/Deliver to
Someone Else**

Who do you send it to?

- ▶ When you get to the recipient section you will choose the **“Enter Recipient Manually”** option

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.
- ☐ 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

Next

\$2.00 Discount Per Transcript

You then have to fill out the recipient information which is provided here.

Recipient Email

educationabroad@colostate.edu

Verify Recipient Email

educationabroad@colostate.edu

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

Required Recipient Information ?

This recipient is

A College Application Service

*Required

For recipient is put the option:
A College Application Service

Country

UNITED STATES

Change

Attention/Department

International Programs- EA Office

*Required

School/Institution/Company

Address 1

Laurel Hall

*Required

Address 2

City

Fort Collins

*Required

State

CO

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

ZIP Code

80523

City/State/Zip Help

Telephone #

9704916425

*Required

Transcript Processing

You will need a credit/debit card to complete your transaction of ordering your transcripts

Step 1: Accept Agreement

Step 2: Payment Information

[Click here if you are having trouble seeing the payment form below.](#)

Review Your Order

Total Amount: USD **11.00**

Pay With Your Credit Card

Credit Card Number



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





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**