

ORDERING YOUR OFFICIAL TRANSCRIPT FOR THE CAREER CENTER

All transcripts sent to the Career Center will be placed in your SeaWork account (www.myseawork.com). You will have free access to this account as alumni of UNCW. Please carefully follow the step by step instructions listed below. If you have any questions about this process, please contact the Office of the Registrar.

1. Login to SeaPort to get to SeaNet and select "Student Services & Financial Aid"
2. Click on Student Records
3. Next screen says Order Your Official Transcript ("if window doesn't launch click here" if window doesn't open)
4. Next screen: Transcript Ordering Overview Site – click on Start My Order in the top right
5. Next screen: your information is automatically filled in, then click Next
6. Next screen: Verify Information, then click Next
7. Next screen: Please choose a service for this order (see graphic below):
 - First box, select Regular Request (Official) – Deliver to recipient
 - Third box, select Send Now or Hold for post of Current Semester Grades
 - Fourth box, select "for me to send/deliver to someone else" in Primary Reason for Ordering
 - Click on Next

Basic Order Information

Please choose a service for this order:

- Regular Request (Official) - Deliver to recipient
\$8.00 per copy
Allow 1-2 business days for processing time.
- In Person Request (Official) - Pick Up
\$8.00 per copy
Processed while you wait

Special Order Condition(s):

Attachments:

Some recipients require that you include additional information pages ("Attachments") with your transcript when it is sent to them. Any transcript order with an Attachment is limited to a single recipient and is only eligible for delivery as a printed transcript (i.e. mailed). or as a PDF transcript (provided the recipient accepts PDF transcripts).

- ONLY check this box if you have an attachment or enclosure that must be sent with your transcript

Tell us when to release your transcript(s):

- Send Now (will include courses in progress)
Hold for posting of Current Semester Grades
 - Summer Semester
- Hold for posting of Current Semester Degrees
 - Spring Semester

Other information required by University of North Carolina at Wilmington:

Primary Reason for Ordering :

Attended From Year : Approximate Years

Attended To Year : in YYYY Format

8. Please choose a type of recipient: Select College or University, then select North Carolina for the state. Click Next.

Please choose a type of recipient:

- Myself
- College or University
Choose this option to find college or university admissions/employment addresses that are already set up in our system. This is the only way to find colleges or universities who can receive transcripts electronically. To send your transcript to a specific individual at a college or university choose the "Other" option below.

NEW HAMPSHIRE
NEW JERSEY
NEW MEXICO
NEW YORK
NORTH CAROLINA
NORTH DAKOTA
NORTHERN MARIANA ISLANDS

Select the recipient's state and then click "Next"

Else, click "Unknown State or Non-US Country" and then "Next" (a more general search will be provided).

9. Next screen: Type in the school name to search for UNCW, and then select University of North Carolina at Wilmington in the box below. On this same page, select Career Center-WSE in the Available Recipients Table

Start typing words or parts of words (the order is not important) from the receiving institution's name in the input box at the left separated by spaces. We will display matching institution names from our database in the box below. If you do not see the recipient you want, make sure you haven't entered a lot of less meaningful words such as THE or COLLEGE or UNIVERSITY etc. The best thing to do is to start with a city name or some other unique word in the name of the school.

UNIVERSITY OF NORTH CAROLINA AT WILMINGTON

If you see the name of the institution you want in the box to the left, click on it. The "Available Recipients Table" below will display all of the associated recipient addresses currently in our database.

Available Recipients Table

If you see your intended recipient in the table to the right, click on its link.

If you DO NOT see your intended recipient, [click here](#) to enter the recipient name & address manually on the next screen. You may also go back to the top and search for the institution again.

Recipient/Address	Options
UNDERGRADUATE ADMISSIONS UNC WILMINGTON 601 S COLLEGE RD WILMINGTON NC 28403-5904	PDF UnderGrad
GRADUATE SCHOOL UNC WILMINGTON 601 S COLLEGE RD WILMINGTON NC 28403-5955	PDF Graduate
WATSON COLLEGE OF EDUCATION UNC WILMINGTON 601 S COLLEGE RD WILMINGTON NC 28403-5991 Do not use the WCE address if applying for admission to the Graduate School.	
REGISTRAR'S OFFICE UNC WILMINGTON 601 S COLLEGE RD WILMINGTON NC 28403-5618	PDF UnderGrad
CAREER CENTER - WSE UNC WILMINGTON 601 S COLLEGE RD WILMINGTON NC 28403-5924	PDF UnderGrad

10. Next screen: Check the box that says Please Read and check the box to continue

Transcript Recipient 1

If this is not the recipient you want, click the "Cancel This Recipient" button below and re-start the recipient entry process.
DO NOT USE BROWSER BACK OR FORWARD BUTTONS

Please make sure the # of Transcripts is correct.

This recipient is : An Undergraduate School
Transcripts to this address

Attention/Department* : CAREER CENTER - WSE
School/Institution/Business : UNC WILMINGTON
Address 1* : 601 S COLLEGE RD
City* : WILMINGTON
State* : NC
ZIP Code : 28403-5924
Country : US
Telephone #* : 910-962-3000

* = Field is Required

Please Read and check the box to continue... Although we make every effort to maintain current school addresses in our database, IT REMAINS YOUR RESPONSIBILITY TO ENSURE THAT THE CORRECT ADDRESS IS USED ON YOUR TRANSCRIPT ORDER.

Clicking the "Cancel This Recipient" button will clear any information you have entered for this recipient and take you back to the Basic Order Information screen to change your selection and restart your recipient entry.

FA01 Order Entry Customer Service | Screen 150 20 475 48

11. Next screen: Delivery Method for Recipient 1 - Check PDF Delivered to College/University and then click on Next to place order

Delivery Method for Recipient 1

Please choose a method for delivery of your transcript:

PDF Delivered to College/University

12. Your transcript has been ordered. You can add another recipient if needed.

Your Transcript Recipients

Recip#	Qty	Recipient Information	Type of Recipient Transcript Format	Action
1.	<input type="text" value="1"/>	CAREER CENTER - WSE UNC WILMINGTON 601 S COLLEGE RD WILMINGTON, NC 28403-5924 910-962-3000	UnderGraduate Adm PDF	<input type="button" value="Remove"/> <input type="button" value="Update"/>

Enter additional recipients (maximum of 5 allowed on this order)

When you have entered all recipients:

13. You will receive an email receipt:

Transcript Order Receipt:

Order Date...: 07/08/2015 At 09:34 AM CT

Order No.....: -----

School Name.: University of North Carolina at Wilmington

Basic Request Information:

Total Copies: 1

Delivery.....: Send Now (will include courses in progress)

Service.....: Regular Request (Official) - Deliver to recipient

Total Charge: \$.00

Student Information:

Student Name: YOUR NAME WILL APPEAR HERE

Address.....: YOUR ADDRESS WILL APPEAR HERE

This transcript order information has been sent to University of North Carolina at Wilmington for processing. We will notify you when the processing of your order is complete.

Qty-1 To: CAREER CENTER - WSE
UNC WILMINGTON
601 S COLLEGE RD
WILMINGTON, NC 28403-5924

Deliver Via...: PDF Delivered to College/University

Thank you for using TranscriptsPlus for your transcript order.