ORDERING YOUR TRANSCRIPT IS EASIER THAN EVER!

1. Go to www.getmytranscript.com
2. Select *Bergen Community College* and click *Continue*
3. Scroll down and click *Order Transcript(s)*
4. Complete all Personal information

Are you requesting a "Same Day Pick Up"? Click YES, if not select NO for Electronic Transcript

5. Click *Continue*
6. Continue with personal information
7. Click *Continue*
8. *Make sure to add your school, Education Organization, Application Service or Scholarship, and professional Licensing as the recipient*

 Note: If your school, Education Organization, Application Service, Scholarship, and Professional Licensing are not listed, please click EMPLOYER or OTHER and continue.
It will ask for the email to which you would like the transcript sent.
Please just input the information and continue.

9. Click *Continue* to complete the transcript request
10. Click *Check Out*
11. Sign
12. Continue
13. Add Payment information
14. Submit Order

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