



National Student Clearinghouse®
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Clearinghouse Transcript Ordering Service

EDI Mapping

Summary of Service

The Clearinghouse has developed a new service for colleges and universities to automate the manual aspects of the transcript ordering process. Transcript Ordering is a web-based system that handles the following components:

- **Order collection:** Allows student/alum to enter a transcript request via web browser.
- **Order validation:** Ensures all required fields are present and contain proper values.
- **Billing:** Calculates transcript order fees, charges the requestor's credit card, and remits fees to institution each month.
- **Order tracking:** Provides email notification for each order processing step and provides web-based order tracking/history.

The web-based system is designed for ease-of-use and resembles a modern shopping cart application (see sample screen below):

National Student Clearinghouse
Review Your Transcript Order

1. Create/Review Profile 2. Pick School 3. Enter Recipient(s) 4. Place Order 5. Enter/Update Credit Card 6. Sign & Return Release

Transcript Order for Bradley University

Before continuing, please verify your transcript order for Bradley University.
If you add, change or remove an item, click "Update."

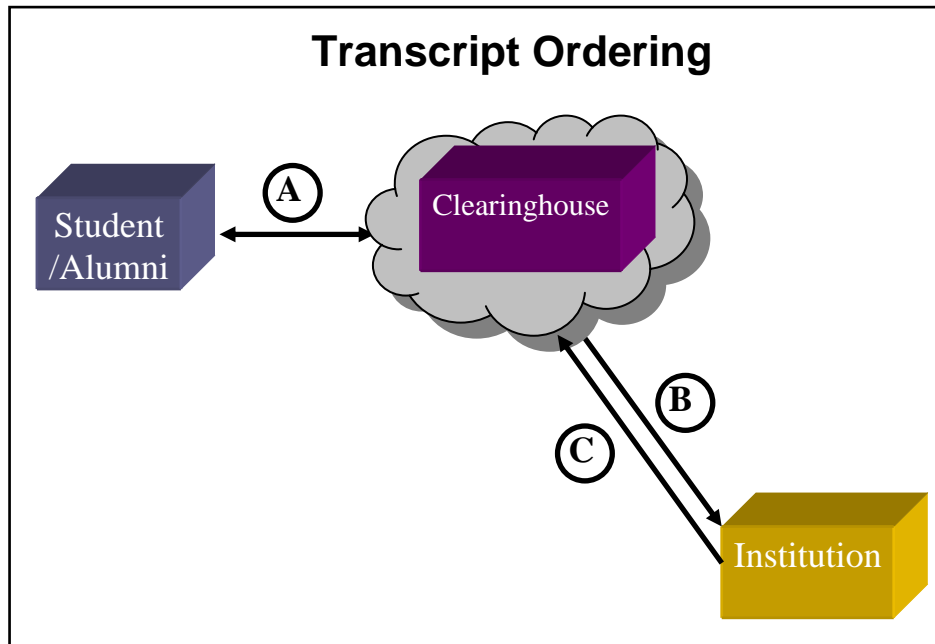
Remove	Recipient Add	Processing Option	Delivery Method ?	Quantity	Order Processing Fee	Total Fee
<input type="checkbox"/>	Harvard University	Now	Hold for Pickup - \$0	2 copies - \$8	\$2.00	\$10.00
<input type="checkbox"/>	Stanford University	Now	Fax - \$15	1 copy - \$4	\$2.00	\$21.00
Total Fees for This Order						\$31.00

[Cancel Order](#) [Update](#) [Next](#)

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Interface Requirements

The Transcript Ordering service requires the exchange of information between the requestor, the Clearinghouse and participating institution as shown below:



- A. The student/alumni will be referred to the Clearinghouse Transcript Ordering service by a participating institution (by adding a link to the transcript section of their website). They will fill out the order information using a browser.
- B. The Clearinghouse transcript ordering application will make sure the request is complete (including collection of signed/dated consent form if required) then will send all order information to the institution.
- C. The institution will print/mail the transcript or transmit via EDI/XML, then update the Clearinghouse Transcript Ordering application with a status for each recipient.

To gain the most benefit, the data exchanges between the Clearinghouse and institution should be fully automated. For EDI enabled institutions, we are using TS146 to send the transcript request data to the institution and TS147 for the institution to send the status back to the Clearinghouse. Appendix A contains a mapping guide for both transaction sets. Appendix B contains the code lists created specifically for this transaction set.

APPENDIX A
EDI Mapping for Transcript Request (TS146)

EDI Data Element	Code – Value	CH Data Element	Example	Comments
ISA Segment – Each ISA/IEA pair represents a “batch” of data				
GS Segment				
ST Segment – Each ST/SE pair represents a unique recipient. A single order from a single requestor may be represented as multiple transaction sets if multiple recipients have been specified.				
BGN Segment (1:1)				
BGN01	13 – Request 15 - Resubmission	N/A	“13”	Indicates this transaction is request for transcript to be sent
BGN02	Nnnnnnnnnnnnnnnnnnn	Concatenation of order number and recipient number	“00000000001000002”	Will be returned in TS147 BGN06. TO order number will be in first 11, TO sub-order (recipient) number will be in last 6.
BGN03	Create Date	CURRENTDATE	CCYYMMDD	Date transaction was completed by student
BGN04	Create Time	CURRENTTIME	HHMM	Time transaction was completed by student
BGN05	ET – Eastern Time	N/A	“ET”	Based on Clearinghouse time zone
ERP Segment (1:1)				
ERP01	PS – Postsecondary Student Record	N/A	“PS”	Indicates type of institution maintaining transcript
ERP03	Code list found in Appendix B	Processing Option	“R2”	Will contain the handling option specified by the requestor.

EDI Data Element	Code – Value	CH Data Element	Example	Comments
REF Segment (1:10) – Requestor Identifier				
REF01	SY – SSN LR – Student ID	N/A	“SY”	May send two REF segments if school requires both SSN and Student ID
REF02	Value	SSN or Student ID	“406034545 or 1199321”	May send two REF segments if school requires both SSN and Student ID
REF03	Text	Additional Info. for identification	“I didn’t receive my SSN until after graduation”	Used to add clarifying explanation for ID/names.
DMG Segment (0:1) – Requestor DOB				
DMG01	D8 –CCYYMMDD	N/A	“D8”	Code for date format
DMG02	Value	DOB	“19640315”	DOB of Requestor
SSE Segment (0:1) – Begin and End Enrollment Dates				
SSE01	CCYYMMDD	Date	“19820101”	Date of initial enrollment
SSE02	CCYYMMDD	Date	“19861231”	Date of ending enrollment
SST Segment (0:1) – Degree Received				
SST01	EB4 – Graduated	N/A	“EB4”	Code indicating requestor received degree
SST02	CY – CCYY	N/A	“CY”	We will only ask for/support CCYY for year degree was awarded
SST03	Value	Year degree awarded	“1996”	Year degree awarded by school (based on requestor’s best guess)
NTE Segment (1:15)				
NTE01	SSA	N/A	“SSA”	School Attended Details
NTE02	Text	Term/Year	“Fall–1998”	Date specified when requesting “hold for grades” or “hold for degree”
NTE Segment (2:15)				
NTE01	SSG	N/A	“SSG”	School Graduated Details
NTE02	Text	Degree Received	“B.S. – Acct.”	Name of degree received from school
NTE Segment (3:15)				
NTE01	ORI – Order Instructions	N/A	“ORI”	Transcript Type
NTE02	Code list found in Appendix B	Transcript Type	“PH”	School supported transcript order types

EDI Data Element	Code – Value	CH Data Element	Example	Comments
NTE Segment (4:15)				
NTE01	ADD – Additional Information	N/A	“ADD”	Transcript Purpose
NTE02	Code list found in Appendix B	Transcript Purpose	“AD”	School supported transcript purpose types
NTE Segment (5:15)				
NTE01	LAB – Labeling Instructions	N/A	“LAB”	Official/Unofficial
NTE02	Text	Official/Unofficial	“Official”	School supported official/unofficial type
NTE Segment (6:15)				
NTE01	PKG – Packaging Instructions	N/A	“PKG”	Place in sealed envelope
NTE02	Text	Stamped/sealed	“Stamped in a sealed enveloped”	Used when school offers specific stamped/sealed option
NTE Segment (7:15)				
NTE01	DEL – Delivery	N/A	“DEL”	Delivery Method
NTE02	Code list found in Appendix B	Delivery Method	“MA”	School supported delivery methods
NTE Segment (8:15)				
NTE01	OTH – Other Instructions	N/A	“OTH”	Other Instructions
NTE02	Text	Hold for Degree – Degree Title	“B.S. – Business”	Hold for Degree – Degree Title
NTE Segment (9:15)				
NTE01	GPI – General Process Information	N/A	“GPI”	General Process Information
NTE02	Text	Hold for Grades – Course	“Calculus”	Hold for Grades - course
NTE Segment (10:15)				
NTE01	UPI – Updated Information	N/A	“UPI”	Updated Information
NTE02	Text	Requestor – Phone	“7035551234”	Requestor - Phone Number
NTE Segment (11:15)				
NTE01	ZZZ – Mutually Defined	N/A	“ZZZ”	Mutually Defined
NTE02	Text	Requestor – Email	“Msmith@abc.com”	Requestor - Email
NTE Segment (12:15)				
NTE01	INT – General Order Instructions	N/A	“INT”	General Order Instructions

EDI Data Element	Code – Value	CH Data Element	Example	Comments
NTE02	Text	Quantity	“1”	Quantity
NTE Segment (13:15)				
NTE01	GSI – General Specification Information	N/A	“GSI”	General Specification Information
NTE02	Text	Update institution’s records with address/contact info.	“Y”	Used to indicate that requestor would like institution to update address and contact information
NTE Segment (14:15)				
NTE01	SPH – Special Handling	N/A	“SPH”	Special Handling
NTE02	Text	Special Instructions	“Needs to go to international address via overnight”	Special Instructions
NTE Segment (15:15)				
NTE01	MMD – Merger Description	N/A	“MMD”	Defunct Institution identification
NTE02	Text	Code/name of defunct institution	“000000-U of Atlantis”	Special Instructions
N1 Loop (1:2) – Identifies Clearinghouse as sender				
N1 Segment (1:1)				
N101	AY – Clearinghouse	N/A	“AY”	Indicates that this request is coming from the Clearinghouse
N102	Text	Name of institution	“National Student Clearinghouse”	Clearinghouse
N103	1 – DUNS Number	N/A	“1”	DUNS Number
N104	Text	DUNS Number	“827034414”	Clearinghouse DUNS Number
N1 Loop (2:2) – Recipient Information				
N1 Segment (1:1)				
N101	RC – Receiving Location	N/A	“RC”	Indicates who this transcript will be sent to
N102	Text	Organization	“Harvard University”	Name of organization to which transcript is being sent
N103	73 –FICE Code	N/A	“73”	Mutually Defined
N104	Text	FICE code	“002155”	Code identifying institution

EDI Data Element	Code – Value	CH Data Element	Example	Comments
N3 Segment (1:1)				
N301	Text	Street1	“Dillon House”	Street address 1
N302	Text	Street2	“Soldiers Field”	Street address 2
N4 Segment (1:1)				
N401	Text	City	“Boston”	City name
N402	TBD – TBD	State/Province Code	“MA”	State/Province Code list needed
N403	Text	ZIP/Postal Code	“02163”	ZIP/Postal Code
N404	US – United States	Country	“US”	Country
PER Segment (1:1)				
PER01	AN – Attention-to Party	N/A	“AN”	Attention-to
PER02	Text	Attention	“Admissions Director”	Attention-to name
PER03	TE – Telephone	N/A	“TE”	Telephone Number
PER04	Text	Recipient – Phone	“7035551212”	Telephone Number
PER05	EM – Email	N/A	“EM”	Email Address
PER06	Text	Recipient – Email	“admissions@harvard.edu”	Email Address
PER07	FX – Fax	N/A	“FX”	Fax Number
PER08	Text	Recipient – Fax	“7035553434”	Fax Number
IN1 Loop (1:15) – One loop for each name/alias of individual initiating request				
IN1 Segment (1:1)				
IN101	1 – Person	N/A	“1”	Indicates that this segment is identifying a person
IN102	04 – Name of Record 05 – Previous Name	N/A	“04”	Code indicating type of name
IN103	S2 – Student	N/A	“S2”	Indicates the individual is a student/former student
IN2 Segment (1:3)				
IN201	02 – First Name	N/A	“02”	Code indicating first name
IN202	Text	First Name	“John”	First Name of requestor
IN2 Segment (2:3)				
IN201	03 – Middle Name	N/A	“03”	Code indicating middle name
IN202	Text	Middle Name	“Michael”	Middle Name of requestor
IN2 Segment (3:3)				
IN201	05 – Last Name	N/A	“05”	Code indicating last name
IN202	Text	Last Name	“Doe”	Last Name of requestor
N3 Segment (1:1)				
N301	Text	Street1	“201 12 th Street NE”	Street address 1
N302	Text	Street2	“Apt B”	Street address 2

EDI Data Element	Code – Value	CH Data Element	Example	Comments
N4 Segment (1:1)				
N401	Text	City	“Leesburg”	City name
N402	TBD – TBD	State/Province Code	“VA”	State/Province Code list needed
N403	Text	ZIP/Postal Code	“201764565”	ZIP/Postal Code
N404	US – United States	Country	“US”	Country
SE Segment (1:1)				

Clearinghouse EDI Mapping for Response to Request (TS147)

EDI Data Element	Code – Value	CH Data Element	Example	Comments
ISA Segment				
GS Segment				
ST Segment				
BGN Segment (1:1)				
BGN01	SU – Status Update	N/A	“SU”	Indicates this transaction is updating the status for a prior request for transcript to be sent.
BGN02	Nnnnnnnnn	N/A	“000000001”	Should contain ST02 from corresponding TS146
BGN03	Create Date	CURRENTDATE	CCYYMMDD	Date transaction status changed at Institution
BGN04	Create Time	CURRENTTIME	HHMM	Time transaction status changed at Institution
BGN05	ET – Eastern Time	N/A	“ET”	Based on Clearinghouse time zone
BGN06	Text	Concatenation of order number and recipient number	“00000000001000002”	Order/Recipient Number received in BGN02 of original TS146. TO order number will be in first 11, TO sub-order (recipient) number are in last 6. Numbers should be zero-padded, right justified.
AAA Segment (1:1)				
AAA01	Y – Yes	N/A	“Y”	Y = Valid Request Status will be conveyed in NTE segment

EDI Data Element	Code – Value	CH Data Element	Example	Comments
REF Segment (1:10) – Requestor Identifier				
REF01	SY – SSN LR – Student ID	N/A	“SY”	May send two REF segments if school requires both SSN and Student ID
REF02	Value	SSN or Student ID	“406034545 or 1199321”	May send two REF segments if school requires both SSN and Student ID
NTE Segment (1:15)				
NTE01	SSC – Status Comment	N/A	“SSC”	Status
NTE02	Code list provided in Appendix B	Status	“TS”	Will contain the status code value for this recipient:
NTE Segment (2:15)				
NTE01	DEL – Delivery	N/A	“DEL”	Delivery Info.
NTE02	Code list provided in Appendix B	Overnight Courier Used	“F”	Will contain the carrier code value used for this recipient.
NTE Segment (3:15)				
NTE01	ADD – Additional Info.	N/A	“ADD”	Order Tracking Number for overnight carrier
NTE02	Text	Overnight tracking number	“504938534098”	Overnight tracking number supplied by school
NTE Segment (4:15)				
NTE01	FEE – Fee Description	N/A	“FEE”	Fee Reduction Code
NTE02	Text	Fee Reduction Code	“1”	Fee reduction code supplied by the school
NTE Segment (5:15)				
NTE01	SAN – Settlement Amount Notes	N/A	“SAN”	Fee Reduction Explanation
NTE02	Text	Fee Explanation	“First Transcript Free”	Fee reduction explanation supplied by school
N1 Loop (1:2) – Information identifying institution that will send transcript				
N1 Segment (1:1)				
N101	AS – Postsecondary Education Sender of the Response	N/A	“AS”	Indicates that this response is being sent by a postsecondary institution
N102	Text	Name of institution	“Bradley University”	Name of institution from which transcript is being requested
N103	73 – FICE Code	N/A	“73”	FICE code for institution

N104	Text	FICE Code	“001641”	FICE code for institution
N1 Loop (2:2) – Recipient Information				
N1 Segment (1:1)				
N101	AY – Clearinghouse	N/A	“AY”	Indicates that this response is going to the Clearinghouse
N102	Text	N/A	“National Student Clearinghouse”	Indicates Clearinghouse as recipient of this request
N103	1 – DUNS Number	N/A	“1”	DUNS Number
N104	Text	N/A	“827034414”	Clearinghouse DUNS Number
EDI Data Element	Code – Value	CH Data Element	Example	Comments
IN1 Loop (1:15) – One loop for each name/alias of individual initiating request				
IN1 Segment (1:1)				
IN101	1 – Person	N/A	“1”	Indicates that this segment is identifying a person
IN102	04 – Name of Record 05 – Previous Name	N/A	“04”	Code indicating type of name
IN103	S2 – Student	N/A	“S2”	Indicates the individual is a student/former student
IN2 Segment (1:3)				
IN201	02 – First Name	N/A	“02”	Code indicating first name
IN202	Text	First Name	“John”	First Name of requestor
IN2 Segment (2:3)				
IN201	03 – Middle Name	N/A	“03”	Code indicating middle name
IN202	Text	Middle Name	“Michael”	Middle Name of requestor
IN2 Segment (3:3)				
IN201	05 – Last Name	N/A	“05”	Code indicating last name
IN202	Text	Last Name	“Doe”	Last Name of requestor
SE Segment (1:1)				

APPENDIX B

Transcript Request/Reply Code Lists

Processing Options - TS146:ERP03

Value	Description	Code
Now	Send as soon as possible.	R2
After Correspondence Course(s) Is Completed	Send when correspondence grades are posted.	OT
After Degree Is Awarded	Send after specified degree has been awarded.	R4
After Grade(s) Is Changed	Send after grade(s) for a specified course(s) have been changed.	HR
After Grades Are Posted	Send after grades have been posted for specified term and year.	R3

Transcript Purpose – TS146:NTE Segment:NTE01:“ADD” Occurrence

Example Value	Description	Code
Admission	Usually indicates that transcript is being sent to an admissions office as part of an application.	AD
Registrar	Usually indicates that transcript is being sent to a registrar as part of an application/transfer.	RG
Admission/Registrar	Combination category preferred by some institutions. Usually indicates that transcript is being sent as part of an application/transfer.	AR
Certification/Licensure	Usually indicates that transcript is being sent as part of a formal credentialing process.	CL
Employment	Transcript is being sent to an employer.	EM
Scholarship	Transcript is being sent in support of a scholarship program.	SC
Self-Managed Package	Transcript is being sent to requestor for inclusion in a self-managed admission application.	SM
Self	Transcript is being sent to student/alumni, who may forward it as part of a self-managed application package.	SE
Admission Service (LSDAS, AMCAS, etc.)	Transcript is being sent to an admission service.	AS
Other	Other reason not specified.	OT

APPENDIX B
Transcript Request/Reply Code Lists (cont'd)

Transcript Type – TS146:NTE Segment:NTE01:”ORI” Occurrence

Value	Description	Code
Undergraduate	Undergraduate program	UG
Law	Law school	LW
Dental	Dental school (or school of dentistry)	DE
Pharmacy	Pharmacy school	PH
Medical	Medical school (or school of medicine)	ME
Management	MBA program	MB
Health	Health program	HL
Graduate	Other graduate program	GR
Complete	Representing all colleges/program attended	CO

Delivery Method – TS146:NTE Segment:NTE01”DEL” Occurrence

Value	Description	Code
Hold for Pickup	Hold transcript at registrar’s office for pickup by requestor.	H
Mail	Regular US mail.	M
Express Mail	Use express carrier, such as FedEx or UPS. May be overnight, 2-day or other service class.	X
Overnight Mail	Use express carrier, such as FedEx or UPS. May be overnight, 2-day or other service class.	O
Fax	Transcript is sent via FAX only.	F
Fax/Mail	Transcript is sent via FAX and followed by a hard copy sent via regular mail.	FM
Fax/Express	Transcript is sent via FAX and followed by a hard copy sent via express mail.	FX
Fax/Overnight	Transcript is sent via FAX and followed by a hard copy sent via overnight mail.	FO
Rush - Hold for Pickup	Hold transcript at registrar’s office for pickup by requestor. (Rush designation means faster turnaround by registrar’s office.)	RH
Rush - Mail	Regular US mail. (Rush designation means faster turnaround by registrar’s office.)	RM

APPENDIX B
Transcript Request/Reply Code Lists *(cont'd)*

Delivery Method *(cont'd)*

Value	Description	Code
Rush - Express Mail	Use express carrier, such as FedEx or UPS. May be overnight, 2-day or other service class. (Rush designation means faster turnaround by registrar's office.)	RX
Rush - Overnight Mail	Use express carrier, such as FedEx or UPS. May be overnight, 2-day or other service class. (Rush designation means faster turnaround by registrar's office.)	RO
Rush - Fax	Transcript is sent via FAX only. (Rush designation means faster turnaround by registrar's office.)	RF
Rush - Fax/Mail	Transcript is sent via FAX and followed by a hard copy sent via regular mail. (Rush designation means faster turnaround by registrar's office.)	RFM
Rush - Fax/Express	Transcript is sent via FAX and followed by a hard copy sent via express mail. (Rush designation means faster turnaround by registrar's office.)	RFX
Rush - Fax/Overnight	Transcript is sent via FAX and followed by a hard copy sent via overnight mail. (Rush designation means faster turnaround by registrar's office.)	RFO

NOTE: Contiguous gray values (in above table) are an "either/or" choice, depending on the school's preference for using the term "overnight" vs. "express."

Recipient Status – TS147:NTE Segment:NTE01:"SSC" Occurrence

Value	Description	Code
Transcript Sent	Transcript has been sent by institution.	TS
Transcript Request Received	Transcript request has been received by institution.	TR
Fee Waived	Transcript has been sent, but fee has been waived.	FW
Financial Hold	Request was received by institution, but cannot be fulfilled due to a financial hold on the student's records.	FH
Other Hold	Request was received by institution, but cannot be fulfilled due to a non-financial hold on the student's records	OH
No Record	Request was received by institution, but no record could be found using the information provided by requestor.	NR
Canceled	Request was canceled by institution.	CA

APPENDIX B
Transcript Request/Reply Code Lists *(cont'd)*

**Overnight/Express Carrier Codes – TS147:NTE Segment:NTE01:”DEL”
Occurrence**

Value	Description	Code
DHL	DHL/Airborne	D
FedEx	Federal Express	F
UPS	UPS	U
USPS	US Postal Service	P