New transcript ordering process

Attention Northwestern University-SCS Student:

Northwestern University School of Continuing Studies is changing the way that students may order transcripts. We now offer an online ordering system that will make transcript requests easier and more efficient for a traditional paper transcript or for the new electronic transcript.

Current students who have the ability to login to CAESAR may request online by going to Main Menu – For Student – Academic Information – Request Official Transcript. This will link you to the AVOW system to request your transcripts.

- Please note that at this time, electronic transcript delivery is available only for students who are currently active in CAESAR at Northwestern University School of Continuing Studies.

How to Login to AVOW:
Once you have logged into CAESAR you will be prompted to the AVOW site to order your transcripts.
Students who are currently active in CAESAR will not need to re-login to AVOW. They will be able to request their transcripts. Former SCS students, Center for Public Safety, and Traffic School students will be able to request transcripts online too. But they will have to register for an account through AVOW.
The next step will be to choose if you want an electronic transcript, a paper transcript, or a paper transcript with immediate service.
- E-transcripts are official electronic transcripts only available to students who graduated from Northwestern-SCS August 2005 and later.
- Paper transcripts are official transcripts that will be mailed within 2-3 business days after we receive receipt of your request.
- Immediate paper transcripts are official transcripts mailed the same day as receipt of request.

Once you have selected the type of transcript, please fill out the recipient name and mailing and/or email address.
After you input the recipient delivery information, you will proceed to checkout.
To confirm your transcripts select “Next”
We have your consent on record, so you may proceed to checkout.

You may have provided consent through one of the following methods:

- Accessing the Ordering Site while logged into the University Portal.
- Uploading a signed consent form from a previous order.
Once order is confirmed AVOW will take your payment. You will first need to verify you billing address; it must match the address that is on your credit card statement. Please select “Change Address” if you need to change or update this information. Then select “Next”
AVOW will prompt you to confirm your whole order. When you order is correct click “Confirm”
Transcripts requested through AVOW must be paid for with a credit card (Visa, MasterCard, and Discover).
*We do not accept American Express
Once your payment has gone through, you will receive an Order Number that will allow you to track your transcript request. Note: That when payment is made with a credit card, credit card payments will appear as “AVOW Systems, INC.” on your statement of charges.