Help with retrieving Student Clearinghouse Official PDF:

How to receive Swarthmore's Official PDF transcript. Swarthmore uses secure server delivery from the National Student Clearinghouse

- The recipient receives two emails from the Clearinghouse saying the Official PDF transcript is ready for pick up at the secure server
- One email has the URL of the secure server holding the transcript subject line: "Transcript Link ..."
- At the Clearinghouse link use your full email address as your identifier
- Make a paper note of the "Username" for later, to use with Adobe when you open the PDF transcript.
- One email has the password to retrieve the PDF file subject line: "Transcript Password ..." The provided password is required.
- Check your spam filters. Sometimes one or both emails end up in a spam filter check your spam filter(s) as needed.
- Problems opening the PDF? Try using Internet Explorer.
- Turn off pop-up blocking.
- Use Adobe Reader 7.0 or higher (free).
- The transcript must be retrieved within 30 days. Multiple reminders are sent to the recipient before the transcript expires on the server.
- Recipients can either:
  Print the PDF. The printed document is official.
  Rename and Save the official PDF in a secure folder of their own.