How to Order E-Transcript/Paper Transcript using CAESAR

1. Login to CAESAR at: https://caesar.northwestern.edu/
2. Click Academic Records

3. Then click Request Official Transcript

4. You are now moving to Parchment website to place the transcript order, so click on “Connect to Parchment for Official Transcript Request”.

Official transcript services available through Parchment®. Please click the link below to order.

Connect to Parchment for Official Transcript Request

For more information about transcript services, please see the Office Of the Registrar.
5. Complete all the fields especially those with red asterisks as they are mandatory. **Note:** choose the country first in order to have relevant values for Qatar, then click Submit.
6. On this page, select the document needed. The description of each document is below the document name.

**University Documents**

Please select the document type that is appropriate for you and your intended recipient.

- **Electronic NU in Qatar Transcript**
  
  Current students and alumni enrolled between Fall 2008 to present. Official Northwestern University transcript delivered in a secure certified PDF document. It is the responsibility of the...
  
  $0.00

- **Paper NU in Qatar Transcript**
  
  Official Northwestern University transcript. Mailed within 2 business days of receipt of request. Transcript requests will not be processed for students with a transcript “hold” on their student.
  
  $0.00
7. On this page, there are options that are important for the transcript order. Orders can be held for degree posting or for end of the term grades.

- **Electronic Transcripts** will require the recipient’s name and email address. For more information of the description of this product please read the documentation below.
Paper Transcripts will require the recipient’s name and address, these required fields are marked with a red asterisk. After entering the recipient information, select the ordering and mailing options.

Paper transcript orders can also be held for degree posting or end of the term grades. Mailing method is Pick-Up or FedEx for international delivery. Attachment option is available.
8. After selecting the document and entering the required information, a confirmation page will show your selection and give an opportunity to add more documents if needed. Once done selecting the documents, click on the Checkout button.

9. If this is your first time placing a transcript order, a FERPA message will display and ask for consent for the release of the transcript. The following page is for returning students who already placed orders.
10. At this point you can confirm all the information of the order, and if everything looks correct, confirm the order by clicking on the “Confirm” button. If you need to make changes, click on the Back button. Once you confirm the order, no changes can be made.

11. An order has been placed successfully. The order number is listed on this page to track your order.

After an order is placed an email is sent to the student confirming the order. The student will receive additional notification as the order is being processed.
Download eTranscripts (Mac and Linux users)

The eTranscript we deliver is a certified PDF that contains a digital signature and other security features.

When we deliver the eTranscript, the recipient receives an email with a link in it that allows them to download the eTranscript.

The eTranscript must be opened with Adobe Reader (v 8.0 or greater) or Adobe Acrobat.

• See the Install Adobe Reader for free section below if you don’t have Adobe Reader or Adobe Acrobat.

• All MACs have a built-in PDF viewer application called Preview. Preview will not open a certified PDF correctly.

TO OPEN AND DOWNLOAD THE TRANSCRIPT

1. Click the link in the email you received. This will open a browser window. If you already opened the document previously, but it was blank, you will need to start again and click the link in the email you received.

2. Follow the onscreen instructions and you will then receive a second email that contains the document passcode. Keep the browser window open because you will need it when you are ready to enter the passcode.

3. Open the second email. Copy the passcode and paste it into the space provided in the browser window you kept open.

4. Click the Download button. The file will be downloaded to your computer. If you’re not sure where your downloaded files go, see the Where is my downloads folder? section below.

5. Once you locate the file on your computer, control click (hold the control key while clicking with your mouse) and select Open with... Adobe Reader or Adobe Acrobat (see screenshot to the right).

INSTALL ADOBE READER FOR FREE

Get the latest version of Adobe Reader for free. Once Adobe Reader installs, go to your Applications folder and open Adobe Reader [see screenshot below]. The first time Adobe Reader launches, it will prompt you to set Adobe Reader as your default PDF application viewer. You should select Yes.

WHERE IS MY DOWNLOADS FOLDER?

Select your browser below for instructions on locating your downloads folder and changing the location.

• Chrome
• Firefox
• Safari
• Internet Explorer
Download eTranscripts (Windows users)

The eTranscript we deliver is a certified PDF that contains a digital signature and other security features. It must be opened with Adobe Reader [install for free here] or Adobe Acrobat.

When we deliver the eTranscript to a recipient’s email address, they receive an email with a link in it that allows them to download the eTranscript. The two browsers we recommend are Chrome and Firefox. The recipient can select their browser below, and then follow the instructions to successfully download the eTranscript.

**CHROME**

1. Open **Chrome** and type `chrome://plugins` into the URL address field.

2. Click **Disable** under Chrome PDF Viewer.

3. Click the link in the email you received. This will open a browser window. If you already opened the document previously, but it was blank, you will need to start again and click the link in the email.

4. Follow the onscreen instructions and you will receive a second email that contains the document passcode. Keep the browser window open because you will need it when you enter the passcode.

5. Open the second email. Copy the passcode and paste it into the space provided in the browser window you kept open.

6. Click the **Download** button.

7. The eTranscript has been downloaded. Click the Chrome toolbar 📁 to open your Chrome Downloads folder. You will see the eTranscript listed. Click **Show in folder** to access the eTranscript.

**FIREFOX**

1. Open **Firefox** and click Firefox > Options > Applications.

2. Click **Portable Document Format (PDF)**.

3. Under **Action**, change the default viewer to **Save file**.

4. Click the link in the email you received. This will open a browser window. If you already opened the document previously, but it was blank, you will need to start again and click the link in the email.

5. Follow the onscreen instructions and you will receive a second email that contains the document passcode. Keep the browser window open because you will need it when you enter the passcode.

6. Open the second email. Copy the passcode and paste it into the space provided in the browser window you kept open.

7. Click the **Download** button.

8. Your eTranscript has been downloaded. Click the Firefox Downloads icon 📐 on the top right of the window. You will see the eTranscript listed. Click the icon to the right of it, which says **Open containing folder** when you hover over it. You can then access the eTranscript.