

Ordering Official Transcripts & Information on Apostilles for Diplomas

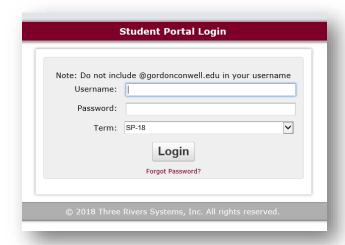
Ordering Official Transcripts

An official transcript is a certified statement of your academic record at Gordon-Conwell Theological Seminary. Official transcripts are printed on security sensitive paper containing the seal of Gordon-Conwell and the signature of the Registrar or are sent electronically through Scrip-Safe; a secure online delivery network. You may request either method of delivery. Coursework completed for different degrees at Gordon-Conwell will appear on separate sections of the transcript. When a transcript is released, it contains a complete record of all academic work at Gordon-Conwell. Your transcript lists all completed courses with grades and all courses in progress.

There are three options for ordering transcripts:

#1. CAMS Student Portal (or Current Students and Recent Alumni)

- 1. Go to the Gordon-Conwell Theological portal login page: http://www.gordonconwell.edu/current/Portal-Logins.cfm
- Click on: CAMS Student Portal (https://cams-web.gordonconwell.edu/estudent/login.asp)
- 3. Sign in to **CAMS** with your assigned username and password.
 - Typically, your username is the first initial of your first name followed by your last name (i.e. if your name is John Smith, your username would be jsmith. If we have students with the same first and last name, your username may have a number at the end (i.e. jsmith1, jsmith2, etc.).
 - Your password is the same password that you will use for all your student portals (CAMS or SAKAI) and email.
 - Once you have entered in your information, click on "Login".
 - If you have forgotten your password, if it is outdated, invalid or your account has been blocked, please go to
 https://password.gordonconwell.edu/private/login
 to reset your password. If you need assistance on resetting your
 password or unblocking your account, please email Gordon-Conwell's IT Service Desk at
 servicedesk@gordonconwell.edu or call at 978-646-HELP (4357).

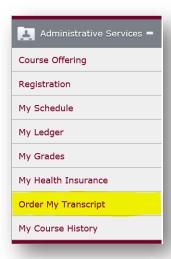


4. You should then be directed to your **CAMS Student Portal Home Page**.

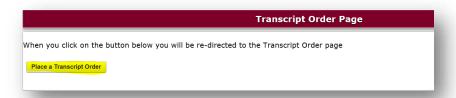
DOCTOR OF MINISTRY & OCKENGA INSTITUTE



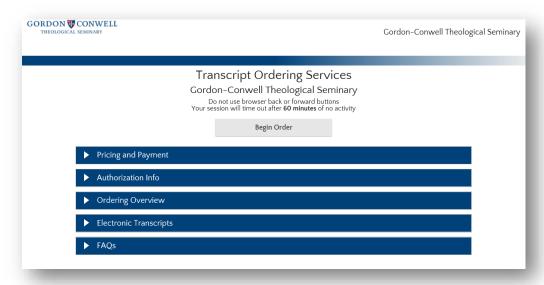
5. On the screen menu on the left-hand side of the screen, look under "Administrative Services." Click on the link for "Order My Transcript", this will direct you to the Transcript Order Page.



6. To being your order, please click on "Place a Transcript Order"



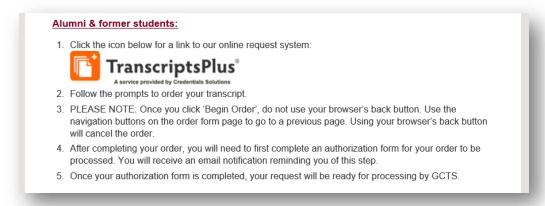
7. You will be directed to the **Transcript Ordering Services** page, read the information on this page by clicking on the menu items (Pricing and Payment, FAQ, etc.). When you ready to begin your order, click on *Begin Order* and follow the instructions on ordering and paying for your official transcript:



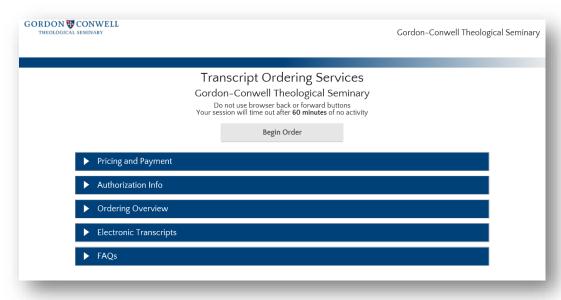


#2. Online Transcript Request System (for Alumni and Former Students):

- Please visit our Transcript information page on our Gordon-Conwell website: http://www.gordonconwell.edu/hamilton/current/Transcript-Information.cfm#nec_info
- 2. Click on the icon *Transcript Plus* as instructed and you will be directed to the Transcript Order Form:



3. You will be directed to the **Transcript Ordering Services** page, read the information on this page by clicking on the menu items (Pricing and Payment, FAQ, etc.). When you ready to begin your order, click on *Begin Order* and follow the instructions on ordering and paying for your official transcript:



#3. Order by Phone:

1. Please call Credentials Inc. at 847-716-3005 to place your transcript request. There is an additional operator surcharge for placing orders over the telephone.



The Doctor of Ministry and Hispanic Ministry office do not process official transcripts and is not able to provide assistance to students processing order requests.

For questions regarding transcript orders visit the Transcript Information webpage on our website here: https://www.gordonconwell.edu/hamilton/current/Transcript-Information.cfm#elec_trans

You may also contact the **Hamilton Campus Registration Office** during their regular office hours:

regstr@gordonconwell.edu

(978) 468-4551

Hours: 8:00 a.m. - 4:30 p.m. M-F

Apostilles

An apostille is a form of authentication issues to documents for use in countries that participate in the Hague Convention of 1961. **Gordon-Conwell does not provide assistance to graduates with the process of receiving an apostille for their diploma or transcript.** You may find more information on this process by visit the following websites:

- 1. Secretary of the Commonwealth of Massachusetts page on Apostilles and Certification of Documents: https://www.sec.state.ma.us/pre/precom/comidx.htm
- 2. US Department of State- Office of Authentications page: https://travel.state.gov/content/travel/en/legal/travel-legal/travel-legal-considerations/internl-judicial-asst/authentications-and-apostilles/office-of-authentications.html
- 3. US Department of State-Apostille requirements page: https://travel.state.gov/content/travel/en/legal/travel-legal-considerations/internl-judicial-asst/authentications-and-apostilles/apostille-requirements.html