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# Send Transcripts Electronically

- ACEI - The Academic Credentials Evaluation Institute
- Arizona State University
- California State University, Fullerton
- Central Michigan University
- IERF - International Education Research Foundation
- Indiana Tech
- Indiana University Bloomington
- Memorial University of Newfoundland
- New York University
- Northeastern University
- San Diego State University
- San Francisco State University
- Stanford University
- SUNY Plattsburgh
- University of Cincinnati
- University of Colorado Denver
- University of Massachusetts Boston (Graduate Studies)
- University of Michigan
- University of Minnesota Twin Cities
- University of Southern California
- University of Wisconsin-Eau Claire
- University of Wisconsin-Madison
- University of Wisconsin-La Crosse
- Purdue University
- Wichita State University
- Washington State University
- York University

If you need to send official transcripts to any other universities, contact us at [hello@docket.com.my](mailto:hello@docket.com.my).

## Start Here

- 1 | Sign up for a Docket account here: <https://app.docket.com.my/account/login>
- 2 | Verify your email address and update your profile.
- 3 | Request for transaction tokens through the **Tokens** tab. Include these information when submitting the **Request for Tokens** form:



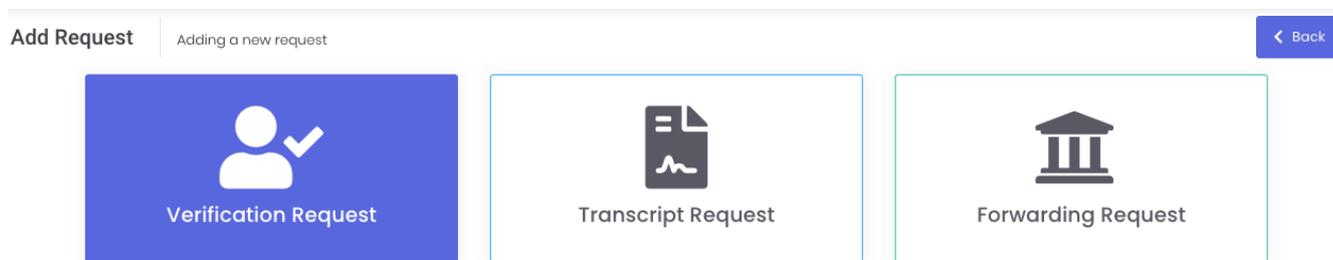
<p>Sender Institution(s)</p> <p>Intended Destination(s)</p>
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# HOW TO: Verification Request

(To certify true copy irreplaceable documents)



- 1 After logging into your Docket student account:  
**Requests > Add Request > Verification Request**



- 2 Select the current / past institution verifying your documents.  
(Please check if you are required to route this request to a specific **Department**.)

- 3 Upload clear scans (in PDF form) of transcripts / academic records requiring verification.  
You are encouraged to organize documents according to category, and split them into a few PDFs.  
For example:



These might change based on your education background. If there are any uncertainties, you are welcome to approach your placement advisor or Docket's student support team.

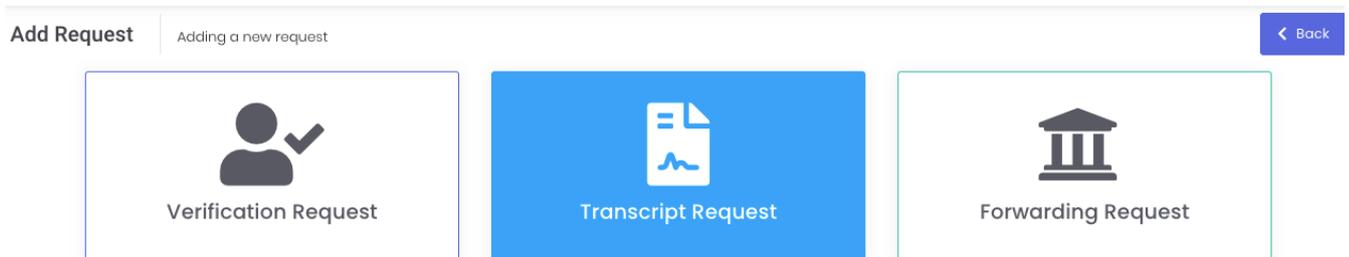
- 4 Answer the questions concerning other schools attended / other qualifications completed.  
Always confirm with the verifier institution from Step 2 if they are willing to certify documents issued elsewhere.

- 5 Click **Submit**.



# HOW TO: Transcript Request

- 1 After logging into your Docket student account:  
**Requests > Add Request > Transcript Request**



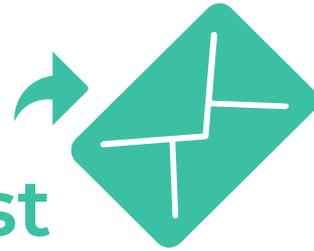
- 2 Select the current / past institution issuing your transcripts.  
(Please check if you are required to route this request to a specific **Department**.)

- 3 Upload a picture of an identification document (like a student ID, IC, or passport bio page) for verification purposes.

 [Please **DO NOT** upload transcripts or any other academic documents.]

- 4 Select type of transcript requested and click **Submit**.

# HOW TO: Forwarding Request



(Final step of transmitting verified / issued transcripts to recipient institutions)

- 1 After logging into your Docket student account:  
**Requests > Add Request > Forwarding Request**

- 2 Select the institution that has requested for official transcripts to be submitted.  
(If there are options available under **Department**, please choose the most relevant one.)

- 3 Select the file(s) you intend to send.

- 4 Enter student ID or application reference number provided by the intended recipient.  
(We highly recommend that you complete this step. If none, leave blank.)

- 5 Click **Submit**.