Go to the eTC homepage (etc.tctc.edu) and log into your eTC account.

Key in your eTC username and your six-digit password. Click on the “Login” button. Having problems logging in? Contact the Helpdesk at 864-646-1779.

1) Click on the Succeed! tab, Get My Transcript channel, Request Official Transcript link

2) Select an address where your transcript should be sent.

3) Select Transcript Type. If necessary, you may update or alter the address information.

Note: Nation should be “None” unless address is outside of the United States.

To send to your address (mailing or permanent), click “One of Your Addresses” and select address.

To send to another college or university, click “Look up College Code” to find the address.

1. Select a State or Province: Select...

2. Select College City: Clemson

3. Select College name: Clemson University

Please verify address information is correct
Online Transcript Request Instructions

4) Select the Transcript Request Options and press Continue.

- Number of Copies (Up to 999):  
- Official Transcript: Yes / No  
- In Progress Cut-off Term:  
- Print Transcript: As soon as possible  
- Delivery Method:  

5) Submit Request.

6) Enter Credit Card information then select Submit Payment to request authorization.

- Credit Card Information:  
  - Visa  
  - Card Number:  
  - Expiration Date: 01 / 2007  
  - Payment Amount: $5.00  

- Credit Card Billing Address:  
  - Street Address: 210 Webb Heights Cir  
  - City: Seneca  
  - State or Province: South Carolina  
  - Zip or Postal Code: 29678  
  - Nation: Not Applicable  

7) Submit Payment. Please wait while your transaction is processed. This could take up to a minute. Do not use the Back button on your browser. This may result in duplicate charges to your credit card.

Once your transcript request has been processed you may see the status of the request by clicking on View Status of Transcript Request link under the Succeed! tab.

Questions? Please contact Student Records, 190 Miller Hall or call 864-646-1600.