Official Transcript Requests for Maricopa Community Colleges

MARICOPA COMMUNITY COLLEGES

There are two ways to access your Official Transcript Request online:

1

Option 1: Through the Student Center

(Link to student center: https://www.maricopa.edu/students)

1. Log into your Online Student Center using your MEID and Password.
2. Under Academic Records, choose Official Transcript.
3. On the Official Transcript page, choose Transfer to Transcript Request Services from the list. (Read the information on the page carefully before proceeding with your request.)
4. Click the blue box labeled Transfer to Transcript Request Service to access the order form.
5. You will be redirected to the Parchment website for Transcript Ordering Services. Be sure to read the "Information from Maricopa County Community College District" section before beginning your order.

2

Option 2: Through Parchment

(Link to parchment: https://registration.parchment.com/member/e5448d12-d135-11ec-b6c3-9bcd4aa60c0d)

- Official Transcripts for Maricopa Community Colleges students may be ordered online directly through our partner, Parchment. Using the link below will not require you to sign-in to your Student Center page; however, you will still be required to provide your Student ID number, social security number, or MEID.

The Transcript Ordering Services page will appear. Be sure to read the "Information from Maricopa County Community College District" section before beginning your order.

You will be required to enter one of the following:

MEID (3-5 letters, followed by 5-7 numbers), or

Student ID Number (8-digit number starting with a 3; for example: 30012345)

Social Security Number (SSN)

Note: If you do not know your Student ID or MEID, please contact the college you are requesting the transcript from

If you are having trouble using the order form, have a question about an order you are trying to place, or a question about an order you have previously placed, please contact 1-847-716-3005 for assistance.

MARICOPA COMMUNITY COLLEGES

The Maricopa County Community College District (MCCCD) is an EEO institution and an equal opportunity employer of protected veterans and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, or national origin. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of the District.

The Maricopa County Community College District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For Title IX/504 concerns, call the following number to reach the appointed coordinator: 480-731-8499. For additional information, as well as a listing of all coordinators within the Maricopa College system, visit www.maricopa.edu/non-discrimination.

MARICOPA COMMUNITY COLLEGES

ATTENTION:

Please keep in mind ...

- There is a $5 fee for each Official Transcript.
- Transcripts will NOT be issued for any students with a financial hold on their account. If you have a hold on your account, please contact your primary college to resolve the issue prior to submitting your official transcript request.
- If your legal name, address, telephone, or email contact information has changed, please be sure to update your account with your primary Maricopa Community College before ordering your transcript to ensure the most up-to-date information is reflected in your records.
- Official transcript requests will **NOT** be held for final grades, degrees, and/or certificates to post to the students' record, so review your records prior to submitting your request to ensure they are complete. **NOTE: NO REFUNDS will be given for students who mistakenly order their transcript prior to their records being updated and complete.**
- Maricopa Community Colleges have a combined transcript report, meaning that coursework from any of the 10 Colleges you have attended will appear on the same official transcript; there is no need to order multiple transcripts from each of the Maricopa Colleges you have attended. **NOTE: NO REFUNDS will be given for students who mistakenly ordered multiple transcripts due to attending multiple Maricopa Colleges.**
- **If a college or University states they have not received your transcript please have them check under Maricopa Community College District as well as Estrella Mountain Community College.**

For additional information on how to request your official transcript, please visit the following website: https://www.maricopa.edu/students/student-support/transcripts

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