

## Order your transcript

1. Log in to [Parchment.com](https://Parchment.com). Or, if you haven't registered yet, go the [Sign up page](#) and follow the onscreen instructions to register.
2. Click Transcripts.
3. You now need to find the school that has your transcript.

- Enter your school's information and click **Search**.

### WHERE WOULD YOU LIKE TO ORDER YOUR TRANSCRIPT FROM?

Search by institution name, e.g. Parchment University, Parchment High School

SEARCH

- If your school is already listed, click **Send Transcript** and go to the [Select your destination](#) help topic.
- If you want to add another school, click **Add another institution**. Enter the school's information and click **Search**.

+ ADD ANOTHER INSTITUTION

4. When you see your school listed, click **Select**.

- If your school does not appear or you see **Transcripts Unavailable**, please contact your school to request your transcript.

TRANSCRIPTS  
UNAVAILABLE

5. If you are able to order transcripts from your school using Parchment, you will be brought to the **Enrollment Information** page.

- Select if you are currently enrolled or not enrolled.
- Check the box if the name on your transcript is different to your name today. You will then enter your name when you were enrolled in the text boxes provided.
- Enter your date of birth if it is not already filled in.
- Select your gender.
- Select the years that you attended this school.

### ENTER YOUR ENROLLMENT INFORMATION

Enrollment Status ☐ Currently enrolled  
☒ Not currently enrolled

Your Name **Cristin Dee**  
☒ My name on my transcript is different

Name When Enrolled

Cristin

Mitchell

Date of Birth 10/10/1988

Gender

Female

Years Attended

2004

2008

7. Click **Save & Continue**.
8. Enter your address and phone number, and select **Save & Continue**.
9. On the **Provide Consent Signature** page:
  - a. Use your mouse or stylus to sign your name in the box.
  - b. Type your name into the box and check the box to confirm that you are authorized to order the transcript.

- For minors, a parent must sign, type their name, and check the box that certifies they are authorized to sign. However, if you are a minor and ordering your college transcript, you will be able to sign.

Sign here with mouse:

Clear Signature

Name:

☒ I certify under penalty of law that I am the individual identified above and I am authorized to take this action.

- c. If you haven't completed high school yet, you will see a box that you can check if you want a [copy of your high school transcript stored in your Parchment account](#).
10. Click **Save & Continue**.
11. Now you're ready to select where you want your transcript to go. Go to [Select your destination](#) on the next page.

**SELECT YOUR DESTINATION**

You are ready to tell us where to send your transcript. You can send your transcript to any destination.

**WHERE WOULD YOU LIKE YOUR TRANSCRIPT SENT?**

|                                                                                                                                            |                                                                                                                               |                                                                                                                     |                                                                                                                               |
|--------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| <br><input checked="" type="radio"/> Academic Institution | <br><input type="radio"/> Other Organization | <br><input type="radio"/> Yourself | <br><input type="radio"/> Other Individual |
|--------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|

- Some schools have a preferred delivery method saved into our system, so you may not be presented with a choice of delivery methods. For example, some schools may only want to receive electronic transcripts.
- Do not edit an address unless you are positive that the changes you are making are correct. You cannot change an address after you place an order. You will have to resubmit your order.
- Use **Other Organization** or **Other Individual** to send transcripts to employers, military addresses, or specific individuals/departments at a college.
- You cannot send other admissions documents with your transcript through Parchment. You should speak to your school if you need to submit other documents. They may be able to upload and send these other documents when they send your transcript.

**WHERE WOULD YOU LIKE YOUR TRANSCRIPT SENT?**

Select from these options and you will be brought straight to that section in this guide.

- **Academic Institution (colleges and universities, NCAA, Common App)**
- **Other Organization**
- **Yourself**
- **Other Individual**

## ACADEMIC INSTITUTIONS

Select **Academic Institution** to send your transcript to a college, university, NCAA, or Common App. However, if you have received instructions to send your transcript to a specific individual or department, use the **Other Individual** tab.



1. Click **Academic Institution**.
2. Enter the name of the institution and click **Search**.
3. When you see the institution, click **Select**.
4. Confirm your destination(s) and delivery details.
  - For some institutions, you will only be able to send your transcript electronically or by mail, and you may not be able to change this. Schools within the Parchment network have a preferred delivery method so they can easily and securely receive transcripts. If you were instructed to send your transcript to a particular individual at the institution, you should use the **Other Individual** tab.
  - Next to **Processing Time**, you can select **Send Now** or **Hold for Grades**. You should select **Hold for Grades** if you want to wait until your next semester grades are in before your transcript is delivered.
  - If your transcript will be delivered by mail, you can select **Overnight delivery**.
5. Click **Continue**.
  - You can review your order and edit or remove the destination information.
  - If you want to add more destinations, click **Add Another Item**.
  - When you are ready to complete your order, enter your payment details and click **Checkout**.
6. You can now [track your order](#).

 A screenshot of a web form. It has four sections: 'Destination' with the text 'Arizona State University - Undergraduate Adm. Office of Undergraduate Admissions Tempe, AZ'; 'Delivery Method' with the text 'Electronic'; 'Application Tracking Number (optional)' with an empty text box; and 'Processing Time' with two radio button options: 'Send Now' (which is selected) and 'Hold for Grades'.

## OTHER ORGANIZATION

Use this option to send your official transcript to non-academic institutions, such as an employers.

1. Click **Other Organization**.
2. Select a **Delivery Method**:

- **Electronic Delivery.** Enter the recipient's email address and confirm that it is a valid email address. When the transcript is ready, the recipient will receive an email instructing them how to download it.
  - **Paper Transcript.** Enter the exact address. You can also select **Send via Overnight Delivery.** We ship by FedEx for next day delivery. However, please be aware that FedEx does not deliver on Saturdays or Sundays.
3. Next to **Processing Time**, you can select **Send Now** or **Hold for Grades**. You should select **Hold for Grades** if you want to wait until your next semester grades are in before having your transcript delivered.
  4. Click **Continue**.
    - You can review your order and edit or remove the destination information.
    - If you want to add more destinations, click **Add Another Item**.
    - When you are ready to complete your order, enter your payment details and click **Checkout**.
  5. You can now [track your order](#).

#### YOURSELF

Select **Yourself** to have a copy of your official transcript sent to yourself.



1. Click **Yourself**.
2. Select your preferred delivery method:
  - **Electronic Delivery** - your email address will populate.
    - To change the email address, you can type over the email address that is already there.
    - When your transcript is ready, you will receive an email with instructions explaining how to download it.
  - **Paper Transcript** - your address will populate, but you can change it by typing over the address that is already there. You can also select **Send via Overnight Delivery.** We ship by FedEx for next day delivery. However, please be aware that FedEx does not deliver on Saturdays or Sundays.
3. Next to **Processing Time**, you can select **Send Now** or **Hold for Grades**. You should select **Hold for Grades** if you want to wait until your next semester grades are in before having your transcript delivered.
4. Click **Continue**.
  - You can review your order and edit or remove the destination information.
  - If you want to add more destinations, click **Add Another Item**.

- When you are ready to complete your order, enter your payment details and click **Checkout**.
5. You can now [track your order](#).

## OTHER INDIVIDUAL

Use this option to send your official transcript to another individual. For example, if you need to send your transcript to a specific person at a college or your employer, you can use this option.



1. Click **Other Individual**.
2. Select a **Delivery Method**:
  - **Electronic Delivery.** Enter the recipient's email address and confirm that it is a valid email address. When the transcript is ready, the recipient will receive an email instructing them how to download the transcript.
  - **Paper Transcript.** Enter the exact address. You can also select **Send via Overnight Delivery**. We ship by FedEx for next day delivery. However, please be aware that FedEx does not deliver on Saturdays or Sundays.
3. Next to **Processing Time**, you can select **Send Now** or **Hold for Grades**. You should select **Hold for Grades** if you want to wait until your next semester grades are in before having your transcript delivered.
4. Click **Continue**.
  - You can review your order and edit or remove the destination information.
  - If you want to add more destinations, click **Add Another Item**.
  - When you are ready to complete your order, enter your payment details and click **Checkout**.
5. You can now [track your order](#).

#### WHAT HAPPENS NEXT

1. Once you place your order, we will notify your school and they will review your order.
  - They can either approve your request or place it on hold. If they place your request on hold, you should contact your school directly to resolve the matter.
2. Once approved, your school uploads your transcript into our system and we deliver it to its destination. Or, if you ordered a paper transcript, your school will get it to its destination.
3. You can track the process on Parchment.com. Go to the [Track your transcript](#) help topic for details.