

Helpful Info for Ordering Transcripts @ Parchment.com

***Final transcripts are typically ready for processing by the end of the first week of June**

Current Students - first 2 transcripts are free (*free – electronically only*), \$4.00/transcript after.

***Keep in mind after July 31st, you will be promoted to “Alumni” status in Parchment and will lose the two free ones if you have not already used them and will pay more per transcript, so you may want to order now and place on hold.**

***Please select “Hold for Grades” if ordering before the final transcript is available (as stated above, typically around the first week of June).**

Alumni cost - \$6.00/transcript

Graduation/Education Verification - \$10.00

- **Be sure to put correct grad/leave year**
- **For Alumni – please enter maiden name (name at grad)**
- **For assistance with any ordering issues, click on the “Support” button in Parchment or go to <http://support.parchment.com>**

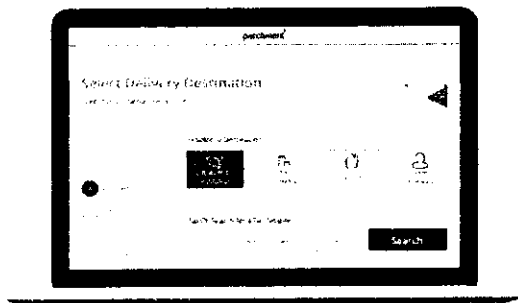
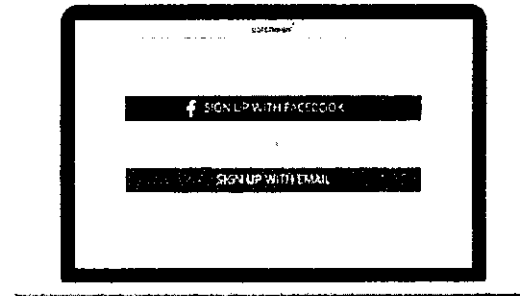
ORDER YOUR TRANSCRIPT

IN THREE EASY STEPS

1 Register For Your Free Account

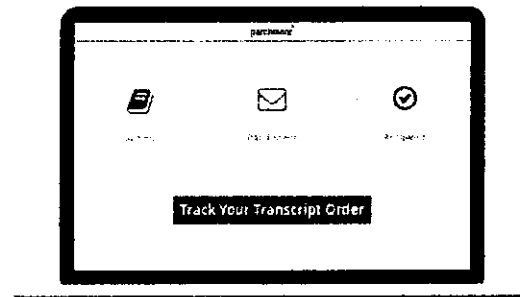
If you received a registration code handout, go to parchment.com/register
If you received an email, just click the link

1. Visit Parchment.com
2. Click *Sign Up Now*
3. Build your profile



2 Request Your Transcript

1. In your account, go to *Transcripts*
2. Click *Send Transcripts*
3. Select a destination
4. Submit payment, if necessary
5. Request is confirmed!



3 Track Your Transcript

1. Log into your Parchment.com account
2. In the top navigation bar, click *Transcripts*
3. Click *Order History* to see the status

Need Help?

▪ Visit parchment.com/studentkit today! ▪

🕒 Request and Track Transcripts 🕒 Explore Colleges 🕒 Analyze Admissions Data

COLLEGE, HERE I COME! 

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