Placing a Transcript Order on the Parchment Website

Place an order

Before you place your order

- You must have an account with us. Go to our Sign up page if you need help creating an account.

- You must have added the school you attended to your account.

- If you have Kaspersky Anti-Virus installed and active on your computer, you will not be able to place orders on Parchment.com. You will need to uninstall it so that you can successfully place an order.

A few things to note

- Your school has your transcript*. When you place an order, your request lands in your school's Parchment account where they approve and process your request. Any delays with this will delay your order. You should contact your school if you are concerned about a delay.

- You cannot change the destination after you place an order. If you enter the destination incorrectly, we can cancel your order and you can place a new one.

- If you need to send other documents along with your transcript, talk to your school about it because they may be able to attach them when they upload your transcript.

- Many recipients only accept transcripts as Official when delivered directly to the recipient from Parchment. Transcripts may not be considered Official if forwarded from another source.

To order your official transcript: watch the quick byte video, review the quick guide , or read below.

Place an order

- Click the green **Order** button. If you don't see this, then you haven't added your school to your account. To do this, click **+ Add another school or organization you attended.**
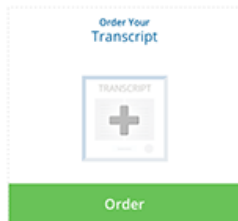
- Select your destination.

    - You can search for a destination, or enter a mailing or email address manually.

    - If you are receiving an error when placing an order to be sent to a physical address, you have entered over the allowed limit of characters in the name or address fields.

      There is a 50 character limit for the Name field and a 30 character limit for the address field, and all other fields.

- You'll land on the **Item Details** page where you will:.

    - **Select Processing Time -** default option is to Send Now,

        - if you would like to wait until your next grades are in before sending your transcript, select **Hold for Grades** from the drop-down menu.

        -

- **Confirm Consent** - You will want to complete the following selections. If you've provided consent previously, you may not have to do anything here. Otherwise, this is where you (or your parent/guardian) authorizes Parchment to release your transcript from your school.

  - Use your mouse or stylus to sign your name in the box.

Sign here with mouse or finger	Clear Signature

      X _____

  - Type your name into the box and check the box to confirm that you are authorized to order the transcript.

★ First Name	Middle Name	★ Last Name

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

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

  - Your total charges appear in the top right corner of the page, and include any shipping fees.

  - Click **Continue**.

- You'll be taken to the **Order Summary** page where you will want to review your order.

  - To make any changes, click on 🖉 (**Edit Order** button).

  - To add another destination to your order, click **+ Add Another Item for Student Name**.

  - Click **Continue**.

- You will make a payment, if applicable (we accept Visa, Mastercard, Discover, and American Express). Enter your payment and billing information and click **Submit Payment**.\

What Happens After Your Order is Placed

- A confirmation email containing your DID (order) number is sent to the email address associated with your Parchment account.

- Your request lands in your school's Parchment Transcript Services account and they will review your order.

  - If your school places your request on hold, we will notify you so that you can contact them.

- Once your school approves and processes your order, we will send your transcript. There may be instances where your school will print your transcript themselves. You will be notified by email in either case.

Please Note: If your school is no longer operating and Parchment administers the school's credentials, a member of our Parchment Services - Closed School Records Services team will process your order