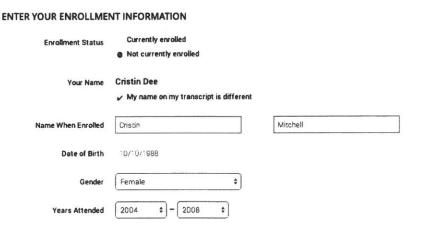
Order your transcript

- 1. Log in to 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?
 - 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**. **+** ADD ANOTHER INSTITUTION Enter the school's information and click **Search**.
- 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

SEARCH

- 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.
- 6. Under FERPA Privacy Rights, select whether you'd like to waive your FERPA rights to read your letters of recommendation.

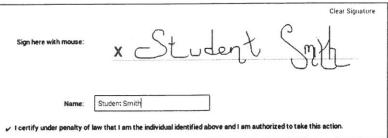




- 7. Click Save & Continue.
- 8. Enter your address and phone number, and select Save & Continue.
- 9. On the Provide Consent Signature page:
 - a. Use your mouse or stylus to sign your name in the box.

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.



- 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.