

Ordering Transcripts Through Parchment

When and why is it important to request a transcript for college purposes?

- **Answer: Completing college applications for undergraduate, graduate admission, and transcript credit review.**

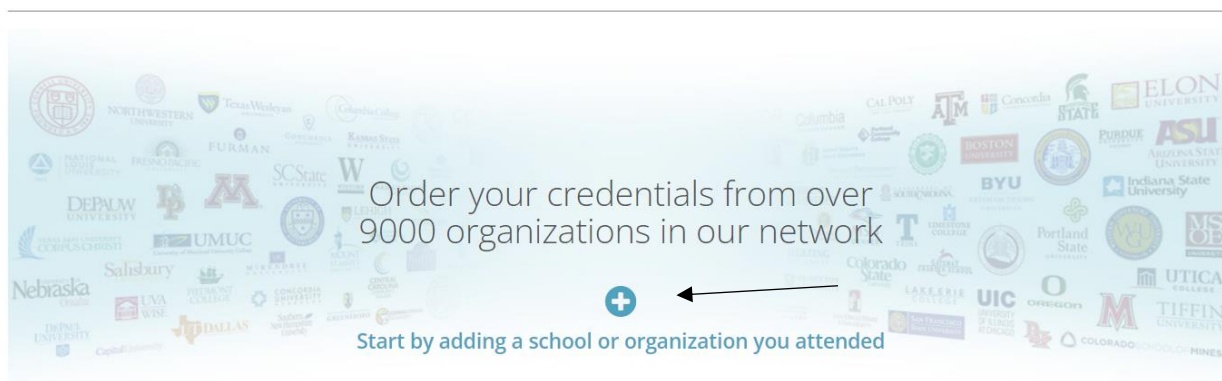
Step 1:

Use a computer to visit <https://www.parchment.com/u/registration/individual> and create an account.

Step 2:

Click start by adding a school or organization you attend.

- Example:



Step 3:

Add your school or organization by searching the school and clicking the add button.

- Example:

Add Your School or Organization

Run a search below to add the school you attended to your account. After adding your school, you can begin ordering transcripts.

UNC Charlotte

[Advanced Search](#) ▾


School/Organization	Location	Type	
UNC Charlotte - Office of the Registrar	Charlotte, NC, US	College /Undergraduate	<input type="button" value="ADD"/>
University of Northern Colorado	Greeley, CO, US	College /Undergraduate	<input type="button" value="ADD"/>
Charlotte Alternative Education	Charlotte, MI, US	High School	<input type="button" value="ADD"/>
Charlotte United Christian Academy	Charlotte, NC, US	High School	<input type="button" value="ADD"/>
Charlotte Public Schools Proje	Charlotte, MI, US	High School	<input type="button" value="ADD"/>
Charlotte Mecklenburg Vir High School	Charlotte, NC, US	High School	<input type="button" value="ADD"/>
Port Charlotte High School	Port Charlotte, FL, US	High School	<input type="button" value="ADD"/>
Poudre Community Academy	Charlotte, NC, US	College /Graduate	<input type="button" value="ADD"/>
Poudre Community Academy	Charlotte, NC, US	College /Undergraduate	<input type="button" value="ADD"/>

Step 4:

Enter your enrollment information and click continue.

- Example:

Some additional information related to your enrollment is required below.

 **UNC Charlotte - Office of the Registrar**
would like you to provide the following information:

* Are you currently enrolled?

* Your first year of attendance

Your Student ID Number

* Please verify your name while attending
 Chenoa Chavis
 Other name variation or maiden name

Finish creating my Parchment account *without* placing an order right now.


* All items marked with a red asterisk are required.

Step 5:


Click order and search and select the school you'd like to send your transcript to.

- Example:

Available Credentials CANCEL x



The following credentials are available from **UNC Charlotte - Office of the Registrar**. Start your order by selecting a credential listed below (you can add more later)



Transcript
An academic transcript is a inventory of courses that a learner has taken and the grades that they earned in those courses during the academic year.

Order

Set Delivery Destination CANCEL x

Your order will be sent from **UNC Charlotte - Office of the Registrar** to the individual and/or organization at the destination below.

Orders placed on Saturday, September 2nd thru thru Monday, September 4th may be delayed due to Labor Day. Regular processing times will resume on September 5th. Thank you.

University of North Carolina - Pembroke

Select

Search


OR

 I'm sending to myself or another individual 


Step 6:


Select the purpose for sending transcript, add any additional documentation needed, electronically sign, and click the I consent box, and then click continue.

- Example:



Transcript
For: **Chenoa Chavis**

FROM
 UNC Charlotte - Office of the Registrar
Charlotte, NC

TO
 University of North Carolina - Pembroke

Delivery Method: Electronic

Credential Fee: \$0.00

Item Total: \$0.00

*** Purpose** *** When do you want this sent?**

! ▼

✓ Send Now ▼


Would you like to add an attachment file? (optional) i Add An Attachment

Would you like to add an attachment file? (optional) i Add An Attachment

Please review the information below pertaining to the type of consent that is required to complete this order.

Clear Signature

Sign here with mouse or finger



x _____

Type full name as signed above

✓ Chenoa

E.

✓ Chavis

*** I consent to the disclosure of the credentials and any provided attachments to the delivery recipient, each as I've selected above, and for the purpose identified by me above.**


CONTINUE

* All items marked with a red asterisk are required to submit this form.

Step 7:








Review your order summary and click complete order.


- Example:

 Your order has not been placed yet. Please review and complete the order below

Here's your order summary Chenoa

[Collapse All](#)

FOR	 Chavis, Chenoa	 1	\$0.00	
ITEM	Transcript	  	\$0.00	
FROM	UNC Charlotte - Office of the Registrar			
TO	University of North Carolina - Pembroke, Pembroke, NC			
+ Add another item for Chenoa Chavis				

	Total Credential Fees	\$0.00
	Order Total	\$0.00
COMPLETE ORDER		