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:
Step 4:
Enter your enrollment information and click continue.

- Example:

Step 5:
Click order and search and select the school you’d like to send your transcript to.
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.
Step 7:
Review your order summary and click complete order.
Your order has not been placed yet. Please review and complete the order below.

Here's your order summary Chenoa

<table>
<thead>
<tr>
<th>FOR</th>
<th>Chavis, Chenoa</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITEM</td>
<td>Transcript</td>
</tr>
<tr>
<td>FROM</td>
<td>UNC Charlotte - Office of the Registrar</td>
</tr>
<tr>
<td>TO</td>
<td>University of North Carolina - Pembroke, Pembroke, NC</td>
</tr>
</tbody>
</table>

Add another item for Chenoa Chavis

- **Total Credential Fees** $0.00
- **Order Total** $0.00

COMPLETE ORDER