



THE CATHOLIC UNIVERSITY OF AMERICA

Office of Enrollment Services

SETTING UP A PARCHMENT ACCOUNT FOR STUDENTS WHO LAST ATTENDED PRIOR TO 2000

Catholic University has partnered with Parchment for transcript processing. With this new partnership official transcripts can now be delivered electronically.

Former students who stopped attending the University prior to 2000 must log in to the Catholic University Transcript Storefront.

The first time you log in to the Parchment system you will be required to set up an account. This is a one-time only set up.



Step 1: Email Account

Learner Account

The Catholic University Of America

620 Michigan Avenue NE, Washington, DC, 20064, US

Ordering your own credentials
or academic records

OR

Ordering on behalf of
someone else

A MESSAGE FROM THE CATHOLIC UNIVERSITY OF AMERICA

Welcome to Parchment. We're offering this service to make ordering transcripts easier for you. It's also more efficient for your school, and will deliver your transcripts to the colleges you choose in the format they prefer.

If you have any questions about Parchment, select the "help" link above.

START HERE - ENTER YOUR EMAIL ADDRESS

* Email

Continue


* All items marked with a red asterisk are required

Enter your email address and select Continue



Step 2: Personal Information

New Learner Account



The Catholic University Of America

620 Michigan Avenue NE, Washington, DC, 20064, US

ENTER YOUR PERSONAL INFORMATION

82Cardinal@cua.edu [✉](#)

* First Name	Middle Name	* Last Name
* Month Of Birth ▼	* Day Of Birth ▼	* Year Of Birth ▼
* Highest Level Of Education ▼		



ENTER YOUR CONTACT INFORMATION

* Cell Phone

United States of America

* Address 1

Address 2

* City * State/Province * Postal Code

CHOOSE A PASSWORD

* Password * Retype Password

CREATE ACCOUNT & CONTINUE

* All items marked with a red asterisk are required.

By signing up you agree to the Parchment [terms of use](#) and [privacy policy](#).


Complete all the fields marked with a red asterisk. Select Create Account and Continue



Step 3: Email Confirmation

Account Confirmation Cancel X

To create your account, we need to confirm a
valid email address



We just sent you a confirmation email.

To gain access to your account, please check `smith@email.com` and enter the provided registration code below.

* Confirmation Code Submit

Please check your spam folder if you don't see the email. Having trouble?
[Re-send My Verification Email](#) | [Start Over](#) | [Parchment Support](#)

* All items marked with a red asterisk are required.

Parchment will send a confirmation code to the email address you listed. Enter the confirmation code and select submit.



Step 4: Enrollment Information

Enrollment Information CANCEL ✕

NAME

DOB

Some additional information related to your enrollment is required below.

Catholic University of America
would like you to provide the following information:

* Are you currently enrolled?

Select ▼

* What was your first year of attendance?

* Your last 4 SSN Don't Have One?

* Please verify your name while attending

Other name variation or maiden name




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

CONTINUE

 All items marked with a red asterisk are required.

Complete all fields marked with a red asterisk. **Note:** If you do not have a SSN select the Don't Have One hyperlink and select the ***I do not have a Social Security Number*** check box.

Select the Finish creating my Parchment account check box and select Continue.

Your one time required set-up is now complete. You may now order a transcript by selecting the Order button.

Available Credentials

CANCEL 



The following credentials are available from **The Catholic University of America**. Start your order by selecting a credential listed below (you can add more later)



Official 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