ORDERING A TRANSCRIPT

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

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. Please see Setting Up a Parchment Account for Students with Records in Cardinal Students or Setting Up a parchment Account or Students who Last Attended Prior to 2000 for instructions on setting up your account. Once your one-time account set up is complete you may order transcripts.

Select the Order button.
Type the name (or partial name) of the organization/institution to which you are sending your transcript in the search box. If your institution is returned select it.
If the organization is not found, select the **Enter Your Own** button.
Note: if you are sending the transcript to yourself, on the first page select the I’m sending to myself or another individual link.
The default method for transcripts is Electronic. Enter the recipient’s email address and select Continue. Note: Some institutions have notified Parchment of their required delivery method and address and Parchment has loaded that information into their system. If so your order will skip the address step.

Select the **Purpose** of why the transcript is being requested from the dropdown.
If you need to attach a document to the transcript select the **Add an Attachment** and upload the attachment. Attachments can be in the format of DOC, DOCX, or PDF.
Use your mouse or finger to sign the request and enter your name. Select the certification check box and select **Continue**.
Review the order summary and select Complete Order.
Order Confirmation

Thank you for your order. Your order has been placed.

For: Smith, John

Item: Official Transcript

From: The Catholic University of America

To: University of Maryland - Baltimore County, Baltimore, MD

DID: TQYGXCN

Order Date: MAY 16, 2022

Total Credential Fees: $0.00

Order Total: $0.00

What happens next?

Your order is being processed and it is awaiting fulfillment. The sending organization(s) you ordered from will now verify, approve, and finish fulfilling this order.

You can view order details and status in MY ORDERS.

Place Another Order
Continue To Your Account

Your receipt is displayed.
Should you need a paper transcript mailed, select **Print and Mailed** on the Delivery Destination page.

Complete all the fields marked by a red asterisk.
If you need rush delivery, select the FedEx checkbox. You will be charged the FedEx fee.
Should you need to pick up paper transcript from the Office of Enrollment Services, select **Local Pickup** on the Delivery Destination page.

Complete all fields marked with a red asterisk and select **Continue**.