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.

THE CATHOLIC UNIVERSITY OF AMERICA
Office of Enrollment Services

Set Delivery Destination

Your order will be sent from **The Catholic University of America** to the individual and/or organization at the destination below.

🔍 Where would you like to send the credential?   **Search**

OR

👤 I'm sending to myself or another individual ❓

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.

THE CATHOLIC UNIVERSITY OF AMERICA

Office of Enrollment Services

Your order will be sent from **The Catholic University of America** to the individual and/or organization at the destination below.

🔍   University of Maryland   **Search**

University of Maryland-Baltimore County
Baltimore, MD, US

University of Maryland Eastern Shore
Princess Anne, MD, US

University of Maryland-College Park
College Park, MD, US

University of Maryland University College

⚙ **See All Results**
Not finding what you're looking for?

Enter Your Own

SHOWING **1-4 OF 10**

←   **1**   2   3   →

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.

OR

👤 I'm sending to myself or another individual ❓

‹BACK	Set Delivery Destination	CANCEL ✕

Your order will be sent from **The Catholic University of America** to the individual and/or organization at the destination below. Select a delivery method for your order

Electronic	Print & Mailed	Local Pickup
Delivered By Email	Printed On Paper & Mailed	In-Person Pickup

RECIPIENT INFORMATION

🔒 **University of Maryland - Baltimore County**

＊ Recipient's Email

＊ Retype Email

Continue

↰ Back to search

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.

Upload A File
2 Mb Max file size
DOC   DOCX   PDF

THE CATHOLIC UNIVERSITY OF AMERICA

Office of Enrollment Services

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

Sign here with mouse or finger   **Clear Signature**

X _____

Type full name as signed above

* First Name	Middle Name	* Last Name

* ☐ **I certify under penalty of law that I am the individual identified above and am authorized to take this action.**

CONTINUE

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

Use your mouse or finger to sign the request and enter your name. Select the certification check box and select **Continue**.

‹BACK Order Summary CANCEL ✕

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

Here's your order summary

Collapse All

| FOR | 👤 Smith, John | ① | $0.00 | ˄ |

ITEM	Official Transcript		$0.00	🗑
FROM	The Catholic University of America			
TO	University of Maryland - Baltimore County, Baltimore, MD			

➕ Add another item for

Total Credential Fees $0.00

Order Total $0.00

COMPLETE ORDER

Review the order summary and select **Complete Order**.

THE CATHOLIC UNIVERSITY OF AMERICA
Office of Enrollment Services

Order Confirmation   🖨 Print Receipt

✓

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

Collapse All

FOR	👤 Smith, John		① $0.00 ∧
ITEM	Official Transcript	📡 ⓘ	$0.00
FROM	The Catholic University of America		
TO	University of Maryland - Baltimore County, Baltimore, MD		
DID	TQYGXC9N		

Order Date: MAY 16, 2022	Total Credential Fees	$0.00
Placed By:	**Order Total**	**$0.00**

What happens next?

✓ **Parchment has processed your order and it's 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.

Your order will be sent from **The Catholic University of America** to the individual and/or organization at the destination below. Select a delivery method for your order

Electronic
Delivered By Email

Print & Mailed
Printed On Paper & Mailed

Local Pickup
In-Person Pickup

LOCAL PICKUP INFORMATION

This item may be picked up in person at the location listed below. You will receive an email notification when your order is ready to be picked up. **Pickup times and days may vary**, so please check the pickup details listed below for specific instructions or times in which orders can be picked up.

⬤ I will be picking this order up myself

◯ I would like to allow another person to pick this order up on my behalf

❗ Telephone

PICKUP DETAILS

❋ Select

[▾]

❋ Please confirm the following to continue with this option.

☐ I understand that I will receive a notification when my order is ready to be picked up in person at the designated location listed above, and day and time pickup restrictions may apply.

Continue

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