



Order a Transcript/Enrollment Verification as a Former Student

Overview

With the University's Transcript/Enrollment Verification Ordering service, students with active University Computing Accounts and former students can securely request and pay for services including official PDF eTranscripts. This document describes how former students can login to a secure account, then order and pay for eTranscripts. To order these documents you must first have created an account using the *Create a Transcript/Enrollment Verification Ordering Service Account* help sheet.

Notes:

- a. You can also use this process to order and pay for paper transcripts as well as paper or electronic enrollment verifications.
- b. You can attach personalized documents [including a cover letter, resume, or other document(s)] to your document order before sending it to third parties such as prospective employers.

Login

Note: If you are a former student and just created an ordering account, you may skip the Login instructions and move to the next section.

1. Go to <http://www.registrar.pitt.edu/transcripts.html>, read the information on this Web page, then click **ORDERING OFFICIAL TRANSCRIPTS – Click Here**.

[ORDERING OFFICIAL TRANSCRIPTS - Click Here](#)

Note: To order enrollment verifications, navigate to <http://www.registrar.pitt.edu/enrollmentverification.html> and click **ORDERING ENROLLMENT VERIFICATIONS – Click Here**.

2. Read the information on this Web page, then click **Former Student**.

Select **Former Student** if you no longer have an active University of Pittsburgh account.

3. Enter the email address and the password that were used to create the account for the Transcript/Enrollment Verification Ordering service, then click **Sign In**.

Note: If you have forgotten your password, you can click the **Forgot Password?** link then follow the onscreen instructions to retrieve it.

4. You will be logged in to the service.

Place an Order

To place an order for a transcript:

1. Click **Order Now!**

Note: To order paper transcripts or enrollment verifications, click the **Click here for a full list of documents that may be ordered** link, then follow all onscreen instructions.

Shopping Cart [view]
Your cart is empty.
[Continue Shopping](#)

Identity Theft Protected
SECURITYMETRICS
Credit Card
SAFE

Login or Register | Select Documents | Provide Consent | Payment Information | Review & Submit Order

University of Pittsburgh Transcript / Enrollment Verification Ordering Service
Hello John Username

Electronic Official Transcript / Electronic Enrollment Verification (New!)

Request your official transcript or enrollment verification delivered to any valid email address via secure certified PDF. Orders can now be made online, without standing in a line... It's fast, very user-friendly, and secure!

Order Now!

Through this service, students can also order:

- Paper transcripts or paper enrollment verifications sent via first-class mail or rush delivery (additional fees apply for rush delivery)
- [Click here for a full list of documents that may be ordered](#)

Note: If you have any holds that prevent you from purchasing a transcript, you will see an onscreen message containing information about the hold and how it can be removed. You will be unable to proceed with any order until these hold(s) are cleared.

2. Click the document image or link of the item you wish to order.

Note: You can choose from four different options.

Shopping Cart [view]
Your cart is empty.
[Continue Shopping](#)


Identity Theft Protected
SECURITYMETRICS
Credit Card
SAFE

Login or Register | **Select Documents** | Provide Consent | Payment Information | Review & Submit Order


University Documents

| | | |
|--|---|---------------|
| | eTranscript Order a secure, certified PDF of your transcript. Please confirm with the recipients that they will be able to receive an electronic copy of your... | \$5.00 |
| | Paper Transcript - Mailed Order a paper copy of your official transcript. Orders are generally processed within 1-3 business days (up to 3-5 days for high volume periods). You... | \$6.00 |
| | Enrollment Verification - Electronic ** Only students who have attended the University of Pittsburgh since Fall 2005 can order an enrollment verification. Order a secure, certified PDF... | \$3.50 |
| | Enrollment Verification - Mailed ** Only students who have attended the University of Pittsburgh since Fall 2005 can order an enrollment verification. Order a paper copy of your... | \$3.50 |

3. Provide all the delivery details for your transcripts, then click **Add to Cart**.



Login or Register
Select Documents
Provide Consent
Payment Information
Review & Submit Order



\$5.00
eTranscript

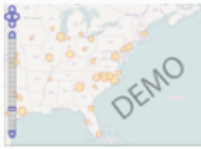
Order a secure, certified PDF of your transcript. Please confirm with the recipients that they will be able to receive an electronic copy of your transcript. To avoid potential problems with spam filters, please instruct recipients to allow emails from Avow Systems (addsmail.com).

NOTES:

- Current courses will appear on transcripts immediately following enrollment.
- Grades will not appear until entered by the instructor and posted by the Registrar's Office. Grades are posted on a nightly basis (Sunday-Friday) once the grade post period has begun.
- Transcripts will not be processed for those with holds placed on their account for financial or other obligations to the University.

Transcript Tracker™
3,801 know. Will You?

View when and where your transcript has been opened on a map in real time. Utilize the ultimate in state-of-the-art technology available on the market to allow you to track your PDF transcripts once sent to a potential recipient. [More Info...](#)



Terms of Use

Provide complete delivery details:

Delivery Mode **Electronic**

Transcript Tracker **Enabled \$1.99** Enable Real-Time Global Tracking on Your Transcript
 Disabled

Processing Time **Now** Holds are for current term only
 Hold for Grades
 Hold for Degree

Recipient Name Enter the name of the transcript recipient

Email Address Enter the recipient's email address for delivery

Re-enter Email

Attachment (Optional) Upload supporting document

Note: Email Providers use filtering systems to reduce spam. Sometimes, they accidentally filter the email that you want to receive. To make sure that your document emails are not filtered into "junk" or "bulk" folders, please verify that the recipient can receive email from Avow Systems (addsmail.com).

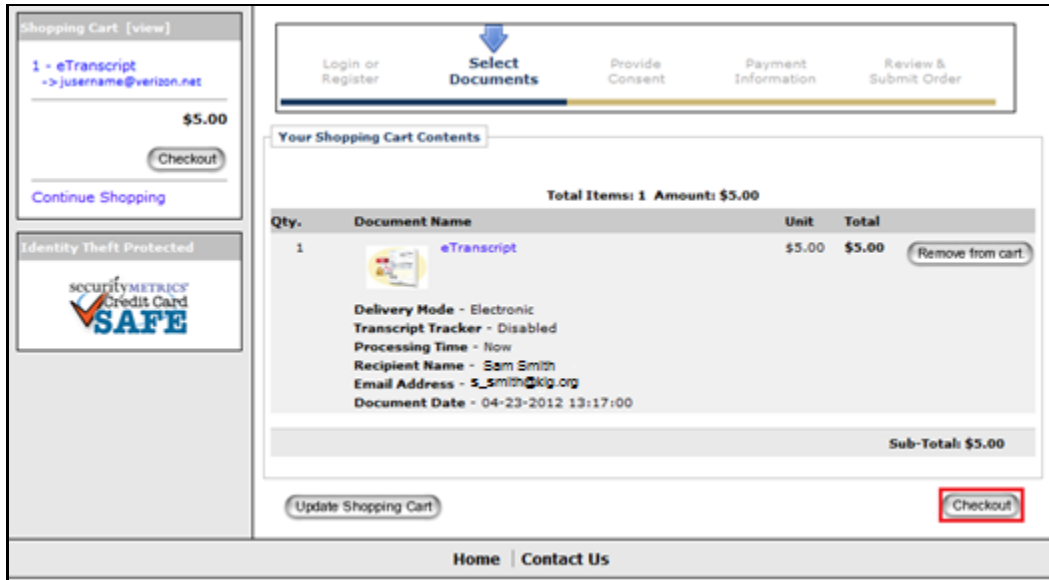
Notes:

- To place an order, you must make a **Transcript Tracker** selection.
- Information about available services and document prices is listed on the order form.
- A pre-generated cover letter accompanies each transcript request. You can attach personalized documents [including a customized cover letter, resume, or other document(s)] to your transcript order before sending them to third parties such as prospective employers. If you wish to attach customized documents, locate the **Attachment (Optional)** field, click the **Browse...** button on the right-hand side of the empty text field, and follow all onscreen instructions to locate supporting documentation on your computer and attach it to your transcript request.

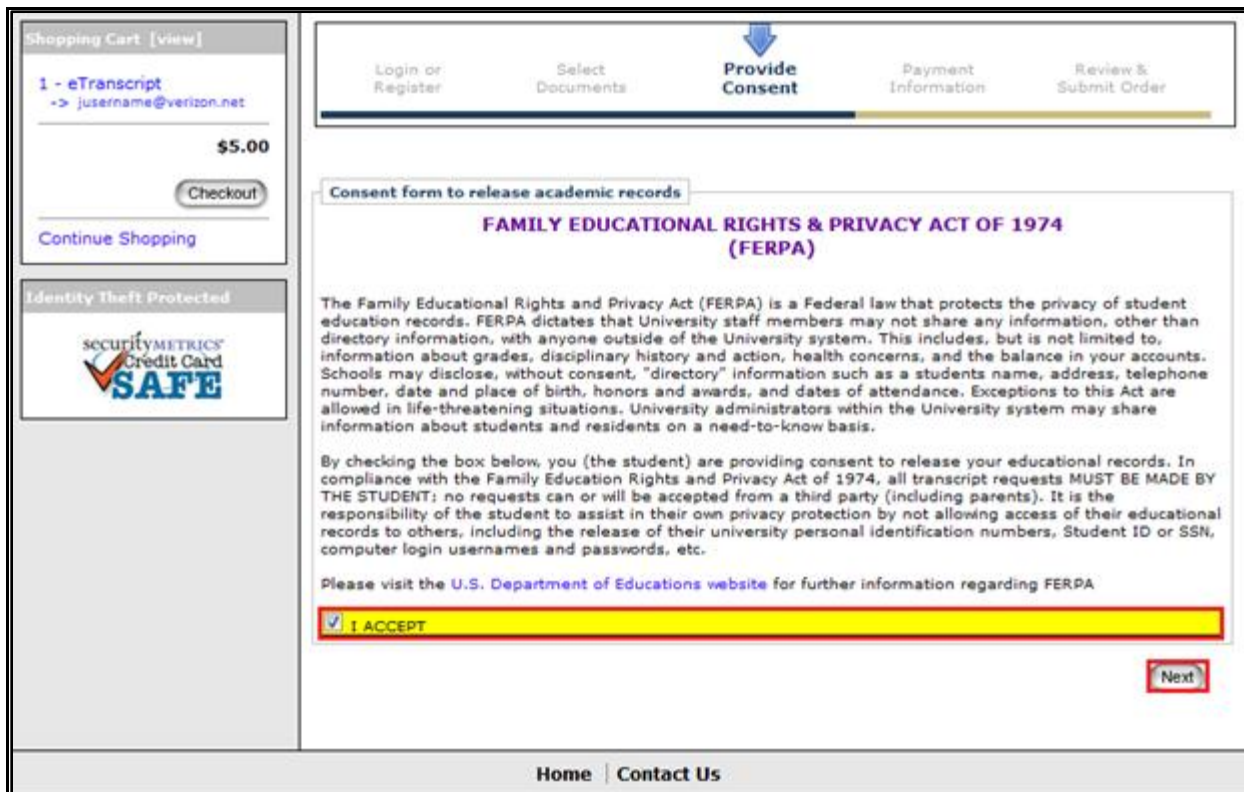
Attachment (Optional) Upload supporting document

d. For **Recipient Name**, **Email Address**, and **Re-enter Email** fields, enter the contact information of the individual or third party (for example, prospective employer) to whom you wish to send your transcript. This information will be verified before the order can be placed.

4. The transcript will be added to your shopping cart. To continue, click **Checkout**.



5. Read the Family Educational Rights & Privacy Act of 1974 (FERPA) consent information. Check the **I ACCEPT** box, then click **Next**.



6. Review your billing address information. The name and address listed here should match those listed on your credit card statement. Make any changes by clicking the **Change Address** button. When you are done, click **Next**.

Home | My Account | FAQ | Contact Us Shopping Cart | Checkout | Documents | Log Out

University of Pittsburgh

Shopping Cart [view]

1 - eTranscript
-> jusername@pitt.edu

\$5.00

Checkout

Continue Shopping

Identity Theft Protected

securityMETRICS
Credit Card
SAFE

Payment Method

Authorize.Net
SECURE CHECKOUT

After Confirming your order on the next page, you will be sent to Authorize.NET's Secure Checkout site to process your Credit Card payment.

Note: When payment is made with a credit card, the order will appear as "Avow Systems, Inc." on the credit card statement.

Billing Address:

Your billing address is shown below. The billing address should match the address on your credit card statement. You can change the billing address by clicking the Change Address button.

John Username
1313 Mockingbird Lane
Pittsburgh, PA 15xxx
United States

Change Address

Back Next

+ADDSTM Ordering Service v2.4.5
Copyright © 2006-2012 Avow Systems, Inc.™ All Rights Reserved.
Privacy Policy, Refund Policy,
01:34pm MDT DEV: http01

7. A confirmation page displays information about your pending request. Click **Confirm**.

Shopping Cart [view]


1 - eTranscript
-> jusername@verizon.net

\$5.00

Checkout

Continue Shopping

Identity Theft Protected



[Login or Register](#) [Select Documents](#) [Provide Consent](#) [Payment Information](#) [Review & Submit Order](#)

Confirm Your Payment Info:

Billing Address: (*Must match the address associated with your credit card)

John Username
1313 Mockingbird Lane
Pittsburgh, PA 15218
United States

Edit Billing Address

Confirm Your Document Request:


| Document Name | Qty. | Unit Price | Total |
|---|------|------------|--------|
| eTranscript | 1 | \$5.00 | \$5.00 |
| Delivery Mode - Electronic | | | |
| Transcript Tracker - Disabled | | | |
| Processing Time - Now | | | |
| Recipient Name - Sam Smith | | | |
| Email Address - s_smith@kig.org | | | |
| Document Date - 04-24-2012 8:23:34 | | | |

Sub-Total: \$5.00
Total: \$5.00

Back
Confirm

[Home](#) | [Contact Us](#)

8. You will be directed to the secure AVOW online purchasing system. Fill out the Payment Information and Billing Information sections, then click **Submit**.


University of Pittsburgh


Order Information * Required Fields

Invoice Number: 21518-541384

Description: University of Pittsburgh Document Request - powered by Avow Systems +ADS
Authentic Document Delivery Service

Total: US \$5.00

Payment Information



Card Number: XXXXXXXXXXXXXXXXXX * enter number without spaces or dashes)

Expiration Date: mm/yy * (mmyy)

Billing Information

First Name: **John** Last Name: **Username**

Company: _____

Address: _____

City: **Pittsburgh**

State/Province: **PA** Zip/Postal Code: **15 xxx**

Country: **United States**

Email: **jdoe@gmail.com**

Phone: **xxx-xxx-xxxx**

Please do not "double-click" the Submit button. Doing so will produce an error.

Submit

9. You will receive onscreen confirmation for your order and an email receipt. To place another order, click **Continue Shopping**. If you are finished ordering, click **Log Off**.



Note: You may see onscreen messages with information about the order that you have successfully placed:

- If you see a “Hold-Manual Review” message, someone from the Office of the University Registrar will contact you to verify your account information.
- If you see a “Hold-Imaging,” message, there is a transcript/order from a previous student information system. Your order will be processed manually by the Office of the University Registrar.
- If the see a “Hold-Record Research” message, your transcript/order is stored offline. Your order will be processed manually by the Office of the University Registrar.

Get Help

The Technology Help Desk at 412 624-**HELP** [4357] is available 24 hours a day, seven days a week to answer your technology-related questions. Questions can also be submitted via the Web at technology.pitt.edu.