

Order a Transcript/Enrollment Verification as a Current 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 e-transcripts. Former students should first refer to the "[How to Create a Transcript + Enrollment Verification Parchment Account as a Former Student, College in High School, or Outlier Student](#)" help sheet to get started. This document describes how current students with active University Computing Accounts can securely order e-transcripts online.

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 documents) to your order before sending it to third parties such as prospective employers.

Log In

All students with active University Computing Accounts can log in to the University Transcript Ordering Service through My Pitt (my.pitt.edu) on the Academic Resource page or from the University Registrar Office web page (registrar.pitt.edu/transcripts):

1. Go to <http://www.registrar.pitt.edu/transcripts.html>, read the information on this Web page, then under the *I am a Current Student/Graduated 2015 Spring - Present* column, click the **Order Transcript** or **Order Enrollment Verification** button.

I am a current student / graduated in spring 2015 - present:

ORDER TRANSCRIPT

ORDER ENROLLMENT VERIFICATION

2. This will navigate you to the University of Pittsburgh's Pitt Passport page. From here, enter your Username and Password, then click Submit.

University of Pittsburgh

Pitt Passport

Username

Enter username

Password


Password


Submit →


⚙️ Forgot password? | 🗨️ Need Help?


- This will pass you through to the Ordering Service storefront page. Returning users will pass right to the Available Credentials page (Enrollment Verification – Mailed, Enrollment Verification – Electronic, eTranscript, Paper Transcript – Mailed).


Available Credentials CANCEL X

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

 **Enrollment Verification - Mailed**
An Enrollment Verification Certificate provides verification of a learner's student status. Some of the ways that it can be used by a learner is for employment, verification of student loans or insura ... [View Full Description](#) Order

 **Enrollment Verification - Electronic**
An Enrollment Verification Certificate provides verification of a learner's student status. Some of the ways that it can be used by a learner is for employment, verification of student loans or insura ... [View Full Description](#) Order

 **Paper Transcript - Mailed**
An academic transcript is an inventory of courses that a learner has taken and the grades that they earned in those courses during the academic year. Order

 **eTranscript**
An academic transcript is an inventory of courses that a learner has taken and the grades that they earned in those courses during the academic year. Order

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.

If you are a first time user of the service, you will be transferred to an online form with several pages requesting personal & enrollment information. The form will contain most of the information needed to process your order. Review your information to ensure accuracy, then click **COMPLETE MY REGISTRATION**. Further information on creating a new account can be found in the [How to Create a Transcript + Enrollment Verification Parchment Account as a Former Student, College in High School, or Outlier Student](#) document.





Place an Order

After logging in or creating your account:

1. Click the green Order button of the item you wish to order – Enrollment Verification – Mailed, Enrollment Verification – Electronic, eTranscript, or Paper Transcript - Mailed

Available Credentials CANCEL X

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

	Enrollment Verification - Mailed An Enrollment Verification Certificate provides verification of a learner's student status. Some of the ways that it can be used by a learner is for employment, verification of student loans or insura ... View Full Description	Order
	Enrollment Verification - Electronic An Enrollment Verification Certificate provides verification of a learner's student status. Some of the ways that it can be used by a learner is for employment, verification of student loans or insura ... View Full Description	Order
	Paper Transcript - Mailed 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
	eTranscript 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

2. You will then be asked where to send the document:


Note: You have the option of searching to see if your recipient is an In-Network Receiver. Many Institutions have provided us with their preferred method of delivery and their address. If you do not see your recipient listed in the search field, or wish to send this information elsewhere, you can select **Send to Yourself, Another Individual, or Third Party** and manually enter destination information.

[<BACK](#) Set Delivery Destination CANCEL X

Your order will be sent from University of Pittsburgh to the individual and/or organization at the destination below.

[Search](#)

OR

 [I'm sending to myself or another individual](#)

2A. If sending to an In-Network Receiver, after searching and selecting the institution, you will select a Purpose, Campus Attended (PIT, UPB, UPG, UPJ, or UPT), and when you would like the document sent (Send Now, Hold for Grades, or Hold for Degree). You must sign for consent and certify by checking the box. You may also add any applicable attachments. Select **Continue** at the bottom of the page once complete.

TO
University of Michigan - Ann Arbor

Item Total: \$5.00

Purpose
Admission


* Campus Attended
PIT

* When do you want this sent?
Send Now

Would you like to add an attachment file? (optional) [Add An Attachment](#)

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

Most Recent Signature Consent On File [Clear & Sign Again](#)



Full name as signed above: Joseph Zangaro

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

CONTINUE

After selecting **Continue**, you will be directed to an Order Summary Page. Review your order or you may **Add Another Item** if you would like to add additional items in your order (following the same process above). Once you have all the documents you would like to order added and your order is accurate, please hit **Continue** to checkout.

Order Summary

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

Here's your order summary Joseph

FOR [Redacted] \$5.00

ITEM eTranscript \$5.00

FROM University of Pittsburgh

TO University of Michigan - Ann Arbor, Ann Arbor, MI

[Add another item for \[Redacted\]](#)

Total Credential Fees: \$5.00

Order Total: \$5.00





CONTINUE

On the next page, enter your payment information. Hit Submit Payment.

Payment Information

Enter first and last name as it appears on credit card

✓ Test	✓ Account	
* Credit Card Number		
* Exp Month	* Exp Year	* CVV

    **Order Total: \$5.00**
\$5.00 will be charged to this card.

* Phone

Billing Address [Use different billing address](#)

United States of America

✓ 123 Street

Address 2


* Pittsburgh	Pennsylvania	* 15209-1460
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Submit Payment

Your order is now complete. You will receive an order confirmation page containing order details. You may now log out or place another order following the same steps.

Order Confirmation

[Print Receipt](#)



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

[View Order](#)

2B. If sending to “Yourself or Another Individual”, select the blue link under the search field.

<BACK Set Delivery Destination CANCEL X

Your order will be sent from University of Pittsburgh 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

Enter your or your recipient's information. Hit **Continue**.

<BACK Set Delivery Destination CANCEL X

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

Electronic
Delivered by Email

RECIPIENT INFORMATION


Test Account

testaccount@yahoo.com

testaccount@yahoo.com

Continue

After entering your or your recipient's information, you will select a Purpose, Campus Attended (PIT, UPB, UPG, UPJ, or UPT), and when you would like the document sent (Send Now, Hold for Grades, or Hold for Degree). You must sign for consent and certify by checking the box. You may also add any applicable attachments. Select **Continue** at the bottom of the page once complete.

 TO University of Michigan - Ann Arbor Item Total: \$5.00


Purpose: Admission * Campus Attended: PIT

* When do you want this sent?: Send Now

Would you like to add an attachment file? (optional) [Add An Attachment](#)

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

Most Recent Signature Consent On File [Clear & Sign Again](#)



Full name as signed above: Joseph Zangaro

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

[CONTINUE](#)

After selecting **Continue**, you will be directed to an Order Summary Page. Review your order or you may **Add Another Item** if you would like to add additional items in your order (following the same process above). Once you have all the documents you would like to order added and your order is accurate, please hit **Continue** to checkout.

<BACK Order Summary CANCEL X

Your order has not been placed yet. Please review and complete the order below
Here's your order summary Joseph

Collapse All

FOR	[redacted]	1	\$5.00	^
ITEM	eTranscript		\$5.00	🗑️
FROM	University of Pittsburgh			
TO	University of Michigan - Ann Arbor, Ann Arbor, MI			

➕ Add another item for [redacted]

Total Credential Fees \$5.00

Order Total \$5.00

CONTINUE

On the next page, enter your payment information. Hit Submit Payment.

Payment Information

Enter first and last name as it appears on credit card

Test Account

* Credit Card Number

* Exp Month * Exp Year * CW

VISA MasterCard DISCOVER American Express

Order Total: \$5.00
\$5.00 will be charged to this card.

* Phone

Billing Address Use different billing address

United States of America

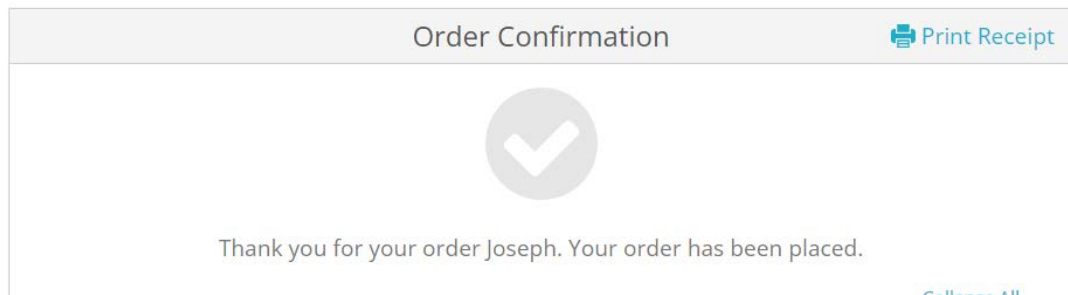
123 Street

Address 2

* Pittsburgh Pennsylvania * 15209-1460

Submit Payment

Your order is now complete. You will receive an order confirmation page containing order details. You may now log out or place another other following the same steps.



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**