Order a Transcript/Enrollment Verification as a Former Student/College in High School/Outlier Student

Overview

With the University's Transcript/Enrollment Verification Ordering service former students, College in High School, and Outlier students can securely request transcripts/enrollment verifications. *This document* describes how to login, create an order, and pay for transcripts/enrollment verifications. If you do not yet have an account, please create one. You can refer to this instruction guide for help: ***"How to Create a Transcript/Enrollment Verification Parchment Account as a College in High School/Outlier Student"***

Log In

Note: If you are a former student, College in High School/Outlier student and just created your account, you may click h**ere** to skip to the next section of this document.

If you've created an account and are returning to place an order:

1. Go to https://www.registrar.pitt.edu/students/transcriptsverifications, read the information on this Web page, then under the "I am a former student*/ graduated before spring 2015, College in High School, or Outlier student"* header, click the **Order Transcript** or **Order Enrollment Verification** button.

2. This will navigate you to the University of Pittsburgh's Parchment Ordering Service landing page. From here, read the information on this page, enter your email and hit **Continue.**

After selecting **Continue,** enter your Password on the next screen & hit **Continue** again.

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.

Place an Order

After logging in or creating your account:

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

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 or another individual** and manually enter destination information.

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.

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.

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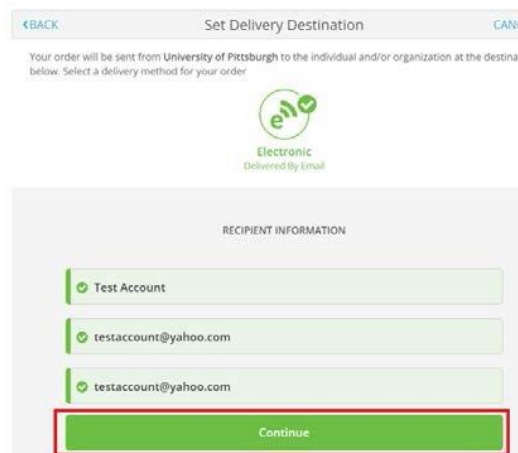

2B. If sending to "Yourself or Another Individual", select the blue link under the search field.
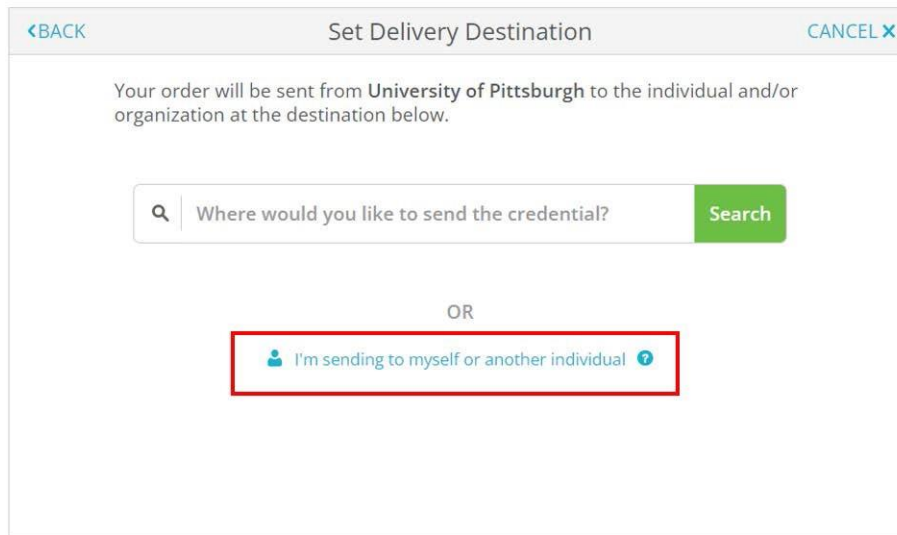
Enter your or your recipient's information. Hit **Continue.**

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.

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Order Confirmation   🖶 Print Receipt

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

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