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 here 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.

Order Online

I am a former student / graduated before spring 2015, College in High School, or Outlier student:

ORDER TRANSCRIPT

ORDER ENROLLMENT VERIFICATION

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 Parchment Ordering Service landing page. From here, read the information on this page and click **Sign In**.

**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 (Transcript or Enrollment Verification).

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.
2A. If sending to an In-Network Receiver, after entering the *Required, you can either click **Continue** or **Add Another Item** at the bottom of order options page. You may also upload any attachments you feel necessary.

2B. If sending to “Yourself, Another Individual, or Third Party”, select the blue link under the search field and then choose whether you want an eTranscript or Paper Transcript – Mailed. Enter the *Required fields and click **Continue** or **Add Another Item** at the bottom of order options page.

3. You will now be taken to your Shopping Cart. Here you can **Update Shopping Cart**, **Continue Shopping**, or **Checkout**. You may also **Remove** items as well.
4. Next, you will be asked to provide your consent. If you have ordered before, you will be notified that your consent is already on record so just click Next. If you have never given consent, read over the Family Educational Rights & Privacy Act of 1974 (FERPA) message, click the “I ACCEPT” checkbox and then Next.

5. Provide your payment method as well as the appropriate billing address then click
6. Finally, review your order. If everything is correct, click **Confirm**.

7. You will receive an onscreen confirmation for your order and an email receipt. To place another order, start the same process over. If you are finished ordering, click **Log Off**.

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**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