

Instructions for Ordering Official Transcript

Students will find the information on the Registrar's Office website under Transcripts:

Go to <https://www.colorado.edu/registrar/students/transcripts>

1. On the main page, click on "Students with an IdentiKey"

Order an Official Transcript

An official transcript is a comprehensive record of your academic course work and progress at the University of Colorado that reflects earned degrees as well as credits accepted in transfer or by exam.

Any financial obligations with a CU campus must be resolved before a transcript is released. Students with access to [MyCUInfo](#) should check the **Holds and To-Do Items** section for any holds on their account.

Transcripts with attachments that require processing by CU Boulder must be ordered using an official paper method; attachments uploaded with electronic PDF transcript orders are not processed and are instead sent directly to the recipient.



Students with an IdentiKey

Students without an IdentiKey

2. Type in your personal information

Please note: if a box has a * next to it, you **must** put in your information.

3. Choose transcript

Select Document



Transcript

Order an official copy of your transcript to be sent to a destination of your choice.



Diploma

Order an official copy of your diploma to be sent to a destination of your choice.



4a. Search for a destination or Send to Yourself, Another Individual, or Third Party:

1. Login or Register **2. Select Documents** 3. Order Details 4. Provide Consent 5. Payment 6. Review Order

Where would you like your document(s) sent?

Start by searching for your destination:
Enter recipient institution name, acronym, location, or email.

Institution Name, Acronym, Location, or Email

Or [Send to Yourself, Another Individual, or Third Party](#)

Examples:

- Kuwait Cultural Office
- Saudi Arabian Cultural Mission
- United Arab Emirates Embassy
- CU Boulder

4b. Enter Your Own:

Not finding your destination?

5. Select the type of transcript:

Select Product Type

	Official Electronic PDF Transcript Official Electronic PDF Transcript – Electronic PDF is the fastest and most cost-effective way to send or receive an official transcript. If you took any CU courses before or in 1988,...	\$10.00
	Official Paper Transcript - Standard or Rush Shipping Official Paper Transcript – Standard or Rush Shipping. We offer three services in mailing Official Paper Transcripts: USPS First Class free shipping, FedEx Express US service,...	\$12.00
	Official Paper Transcript - Same Day Pickup Official Paper Transcript - Same-Day Pickup – (This option is not available for those who have a pre-88 record) Available at the Office of the Registrar, Regent Administrative Center 101,...	\$20.00

6. Complete Order Options:

Order Options

Delivery Mode **Electronic**

Requested Transcript Type
All CU History includes all CU campuses attended; Excludes non-credit work.

Recipient Name*

* Required

Email Address*
Enter the recipient's email address for delivery

Attachment (Optional) No file chosen
Upload supporting document

Purpose for Transcript (Optional)

All IEC students take non-credit courses. For “Requested Transcript Type”, select **Non-Credit Only (the last one)**. If you don't, your order will be cancelled.

Note: Email Providers use filtering systems to reduce spam. Sometimes, they accidentally filter the email that you want them 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 Parchment (parchment.com).



7. Look Over Order Details:

1. Login or Register 2. Select Documents **3. Order Details** 4. Provide Consent 5. Payment 6. Review Order

Your Shopping Cart Contents

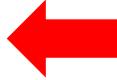
Total Items: 1 Amount: \$10.00

Qty.	Document Name	Unit	Total	
1	 Official Electronic PDF Transcript	\$10.00	\$10.00	Remove

Delivery Mode - Electronic
Requested Transcript Type - Non-Credit Only
Recipient Name - Christina Shelton
Email Address - Christina.Shelton@Colorado.EDU
Document Date - 02/06/2018 9:19:35

Sub-Total: \$10.00

[Update Shopping Cart](#) [Continue Shopping](#) [Checkout](#)



8. Consent to your Order:

1. Login or Register 2. Select Documents 3. Order Details **4. Provide Consent** 5. Payment 6. Review Order

Consent Received

We have your consent on record, so you may proceed to checkout.

You may have provided consent through one of the following methods:

- Accessing the Ordering Site while logged into the University Portal
- Submitting a signed consent form via fax transmission

[Next](#)



9. Look over your Billing Address and Make Changes If Needed:

1. Login or Register 2. Select Documents 3. Order Details 4. Provide Consent **5. Payment** 6. Review Order

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 "Parchment" 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.

Christina Shelton
1030 13th Street
Boulder, CO 80011
United States

[Change Billing Address](#)

[Back](#) [Next](#)

To make changes to the billing address so it is the same as your credit card address, click "Change Billing Address".



If everything is correct, click on "Next".



10. Review and Confirm your Billing Information and Document Order:

1. Login or Register 2. Select Documents 3. Order Details 4. Provide Consent 5. Payment **6. Review Order**

Confirm Your Billing Info:

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

Christina Shelton
1030 13th Street
Boulder, CO 80011
United States

[Edit Billing Address](#)

Confirm Your Document Request:

Document Name	Qty.	Unit Price	Total
Official Electronic PDF Transcript	1	\$10.00	\$10.00

Delivery Mode - Electronic

Requested Transcript Type - Non-Credit Only

Recipient Name - Christina Shelton

Email Address - Christina.Shelton@Colorado.EDU

Document Date - 02/06/2018 9:19:35

Sub-Total: \$10.00
Total: \$10.00

Note - If the email address of the recipient is a member of the Parchment Exchange network, Parchment will deliver to their Parchment Receive inbox instead of their email address, according to their preference.

[Back](#) [Confirm](#)



11. Submit Payment Information:

Order Information * Required Fields

Invoice Number: 8379897-361197

Description: University of Colorado Boulder Document Request - powered by Parchment Exchange Authentic Document Delivery Service

Total: \$10.00 (USD)

Payment Information

Card Number: (enter number without spaces or dashes)

Expiration Date: (mmyy)

Billing Information

First Name: Last Name:

Company:

Address:

City:

State/Province: Zip/Postal Code:

Country:

Email: Christina.Shelton@Colorado.EDU

Phone:

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

[Pay Now](#)



If done correctly, your order is now complete and you should receive your transcript.

If not done correctly, your order will be cancelled and your credit card should not be charged the payment.