How to Order an Official Transcript

An official transcript is the University’s certified document of your complete TAMU-CC academic record, including coursework, grades, and degrees earned. Credit hours earned through transfer work are not listed in detail, but to appear as cumulative totals. Whether delivered as a secure digitally signed PDF or a printed copy, the official transcript includes features that ensure the authenticity and security of the document. (Unofficial transcripts may be viewed in S.A.I.L.)

Transcript Ordering through Parchment Self-Service

1. Go to [link here]
2. Login or Register a new account to request a transcript.
   **Returning Users:** If you have already registered, please enter your Email and Password and click Sign In. (If student has forgotten password, click “Forgot Password?” link and enter e-mail address associated with the account and you will receive an email message containing your new password)

   ![Returning Users Form]

   **New User:** If this is your first time using the online order system, please click Create Account and enter the required information. Once your account is created, you will be able to request transcripts online and track the status of your orders.

   ![New User Form]

   If you want any transcript to reflect your recently awarded degree/grades, please check your SAIL account and view your unofficial transcript to verify your degree/grades & GPA have been posted.
3. After creating account or logging in, enter information where you would like your document(s) to be sent.

You can search for your destination by Institution Name, Acronym, Location, or Email. You can also select to Send to Yourself, Another Individual, or Third Party. Click “Search” button when done.

4. If sending to Institution, confirm Institution, Email, and Location. Then click “Select”.
5. Select Product Type. See Types of Transcripts Available below.

6. Enter Order Options. You can upload supporting documentation, enter special instructions, and enter quantity.

7. Confirm Shopping Cart Contents.
8. Accept Consent form to release academic records (FERPA)

![Consent form to release academic records]

You are not in our current computer system and will have to authorize your records to be sent. Please read the information below and then select either the checkbox or iConsent collection method before you proceed to the next step in the checkout process.

**FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT OF 1974 (FERPA)**

Texas A&M University - Corpus Christi is committed to your privacy and we subscribe to the Family Educational Rights and Privacy Act (FERPA). FERPA is a Federal law that protects the privacy of student education records. FERPA states that University staff members may not share any information, other than directory information, with anyone outside of the University system. Exceptions to this Act are allowed in life-threatening situations. University administrators within the University system may share information about students and residents on a need-to-know basis.

By checking the box below, you (the student) are providing consent to release your educational records. In compliance with the Family Education Rights and Privacy Act of 1974, all transcript requests MUST BE MADE BY THE STUDENT, no requests can or will be accepted from a third party (including parents). It is the responsibility of the student to avoid in their own privacy protection by not allowing access of their educational records to others, including the release of their university personal identification numbers, Student ID or SSN, computer login usernames and passwords, etc.

Please visit the U.S. Department of Education’s website for further information regarding FERPA.

I ACCEPT

9. Enter Payment Method and confirm Billing Address.

![Payment Method]

**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.
10. Review and Confirm Order.

11. Order complete. If you would like to order more transcripts, please click on the "Home" link in the upper left-hand corner.
Types of Transcripts Available

**E-Transcript: $3.25**

Secure certified PDF version of your transcript. Please confirm with your recipients that they will be able to receive an electronic copy of your transcript prior to sending document. Orders processed within minutes in most cases!

**Paper Transcript - Mailed: $5.00**

Paper copy of your official transcript sent to another institution, yourself, another individual, or third part. Orders processed within 1-2 business days. Expedited shipping also available via overnight shipping by FedEx.

**Paper Transcript – Pickup: $5.00**

You may pick-up the transcripts at the Student Services Center (Round Building) with a photo ID. Orders processed within 1-2 business days.