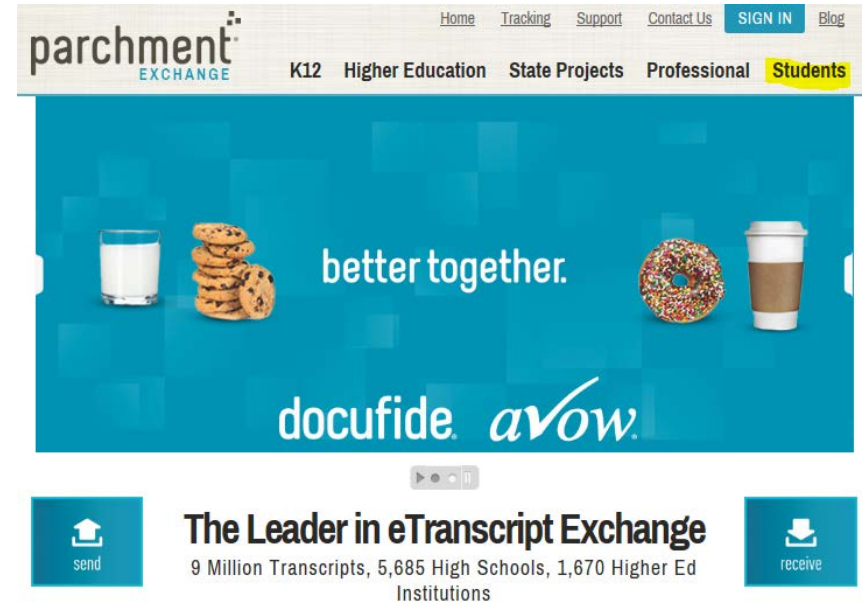


# Parchment Send

Student User Guide

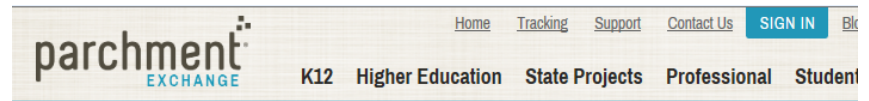


- Log onto: [www.exchange.parchment.com](http://www.exchange.parchment.com)
- Click on the “Students” link in the header



The screenshot shows the top portion of the Parchment Exchange website. At the top right, there is a navigation menu with links for Home, Tracking, Support, Contact Us, SIGN IN, and Blog. Below this is a secondary menu with categories: K12, Higher Education, State Projects, Professional, and Students (which is highlighted in yellow). The main banner features a blue background with the text "better together." and the logos for docufide and avow. Below the banner, there is a central section titled "The Leader in eTranscript Exchange" with the statistics "9 Million Transcripts, 5,685 High Schools, 1,670 Higher Ed Institutions". On either side of this central text are buttons: "send" with an upload icon on the left and "receive" with a download icon on the right.

- Click on “College Transcript”



## Need your transcript?

If you're a student, it's easy! Sign up here to immediately request your transcripts:



- To create your account, you will need to identify your college or university. You can search for your Institution by any combination of:

- Country
- State/Province
- College/University name
- Student Type (Undergraduate or Graduate)

[Locate College/University](#) / [Create Account](#) / [Enter Enrollment Information](#) / [Complete Waiver](#) / [Sign TAF](#) / [Accept Agreement](#) / [Confirmation](#)

### Welcome to Parchment

Create your Parchment account to begin placing transcript requests through Parchment Exchange. To get started, search for your college or university. If you need to request transcripts from a high school, [please register at www.parchment.com](#).

If you already have a Parchment account (created at either [exchange.parchment.com/d/](#) or [www.parchment.com](#)), [sign in](#) using your Parchment credentials now.

Country:	<input type="text" value="United States"/>
State/Province:	<input type="text" value="Select a State/Province"/>
College/University Name:	<input type="text" value="Docufide Institute of Technology"/>
Student Type:	<input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate
<input type="button" value="Search"/>	

- Confirm college/university
- Click on link: “Begin Registration”

[Locate College/University](#) / [Create Account](#) / [Enter Enrollment Information](#) / [Complete Waiver](#) / [Sign TAF](#) / [Accept Agreement](#) / [Confirmation](#)

## Welcome to Parchment

Create your Parchment account to begin placing transcript requests through Parchment Exchange. To get started, search for your college or university. If you need to request transcripts from a high school, [please register at www.parchment.com](#).

If you already have a Parchment account (created at either [exchange.parchment.com/d/](#) or [www.parchment.com](#)), [sign in](#) using your Parchment credentials now.

Country:	<input type="text" value="United States"/>
State/Province:	<input type="text" value="Select a State/Province"/>
College/University Name:	<input type="text" value="Docufide Institute of Technology"/>
Student Type:	<input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate
<input type="button" value="Search"/>	

1 colleges/universities match your criteria.

College/University Name	City, State/Province	Country	Student Type
Docufide Institute of Technology	Camarillo, IL	United States	Undergraduate Graduate

[Begin Registration](#)

- To create your account, enter your information including:
  - Personal Information (name, gender and date of birth – Note: if your institution uses SSN to identify your student records, the last four digits of your SSN may be required)
  - Contact Information (address and phone number)
  - Sign In Information (the email address and password you will use to access your Parchment account)
  - Secret Questions (two questions that can be used to reset your password if you forget it)
- Click the “Save & Continue” button to continue registration process

[Locate College/University](#) / 
 [Create Account](#) / 
 [Enter Enrollment Information](#) / 
 [Complete Waiver](#) / 
 [Sign TAF](#) / 
 [Accept Agreement](#) / 
 [Confirmation](#)

### Create a Parchment Exchange Account

Create your Parchment Exchange account that will allow you to place transcript requests for any destination worldwide.

\* Required Information

#### Personal Information

\* First Name:

Middle Name:

\* Last Name:

Suffix:

Gender:  Gender:

Date of Birth:  Month:  Day:  Year:

SSN (last 4 digits):

#### Contact Information

\* Country:  United States

\* Phone Number:

\* Address:

\* City:

\* State/Province:  Select a State/Province

\* Postal Code:

#### Sign In Information

\* Email Address:  Must be a valid email address.

\* Password:  Password must be at least 6 characters and contain 1 alpha and 1 numeric character.

\* Confirm Email Address:

\* Confirm Password:

#### Secret questions

\* Secret Question 1:  Select a Secret Question

\* Secret Answer 1:

\* Secret Question 2:  Select a Secret Question

\* Secret Answer 2:

#### Optional Services

Student Outreach Services

By "yes" to this free service and you'll hear from colleges, scholarship programs, and lenders looking for students like you. Here's how it works: We send basic information about you (such as grade level and state) to a variety of schools and programs. Then the schools and programs send you information about themselves, so you can see if they fit your college plans.

[Save & Continue](#) Cancel registration

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- Enter College/University Enrollment Information – Enter the enrollment information for your college or university. Your Institution and Parchment will use the information to match you to your academic records.
- Click the “Save & Continue” button to continue registration process

Locate College/University / Create Account / **Enter Enrollment Information** / Complete Waiver / Sign TAF / Accept Agreement / Confirmation

## Identify College/University Attended

Provide your enrollment information to match you to your academic records.

\* Required Information

### Enrollment Information

College Name: Docufide Institute of Technology

Enrollment Status:  Currently Enrolled  Not Currently Enrolled

\* Years Attended:   to

SSN (last 4 digits):

Student ID:

### Degree Information

Enter degrees and certificates you were awarded.

#### Degree Information

Academic Center	Degree/Certificate Title	Degree Year
<input type="text"/>	<input type="text"/>	Year <input type="text"/>

[Add Another Degree](#)

### Name When Enrolled

Enter your full name as it appears in your academic records for Docufide Institute of Technology. Be sure to provide your official name, not a nickname.

\* First Name:

Middle Name:

\* Last Name:

Suffix:

[Save & Continue](#) [cancel registration](#)

- Complete Student Waiver – In addition to transcripts, your college/university may send Letters of Recommendation through Parchment Exchange. By completing this waiver, you are informing your institution whether you waive the right to access these documents under the Family Education Rights and Privacy Act (FERPA).

Locate College/University / Create Account / Enter Enrollment Information / **Complete Waiver** / Sign TAF / Accept Agreement / Confirmation

### Complete Student Waiver

In addition to transcripts, your college or university may send a Letter of Recommendation. The college officials preparing the documents and the recipients receiving them need to know whether you have waived your right to review these documents (should you be accepted and attend a college that received it). Waiving this right allows the forms to be shared in confidence.

Please review the following statement and indicate whether you wish to waive this right.

**Under the 1974 Family Educational Rights and Privacy Act, an applicant who is admitted and enrolls has the right to review his/her educational files including recommendations. To obtain confidential recommendations for the purposes of admission and academic counseling only, it is possible to waive one's right of access. If you wish to voluntarily waive your right of access to recommendations, select the choice below, constituting your electronic signature.**

#### Recommendation Waiver

I recognize the confidential nature of recommendations and

waive my right to access.

do not waive my right to access.

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- Sign Transcript Authorization Form – Sign the Transcript Authorization Form (TAF) to authorize Parchment Exchange to deliver your transcript to destinations outside our database of authorized colleges and universities, including transcripts sent to your personal email or physical address. You can sign the TAF using your mouse, touchpad, or stylus.
- You will be able to review and withdraw your authorization at any time on your account Profile page.
  - If you elect to withdraw authorization, you will need to provide a new authorization the next time you attempt to send a transcript to a third party.
- Click the “Continue” button to continue registration

Locate College/University / Create Account / Enter Enrollment Information / Complete Waiver / **Sign TAF** / Accept Agreement / Confirmation

### Sign Transcript Authorization Form

Federal regulations require that we receive your signature before we can process your transcript requests for destinations that are not included in our database of authorized destinations. Please sign the form using your mouse, touchpad, or a stylus so we can process all of your transcript requests from the colleges or universities listed.

Once you sign the form, Parchment will keep it on file and you will not be required to sign it again to place additional requests. You will be able to withdraw your authorization at any time by signing into your account and accessing your Profile.

Student name: Judy Mac  
Date of Birth: 01/01/1976  
Gender: Female

College Information		
College Name: Docufide Institute of Technology	Years Attended: 2008 - 2012	Student ID:

I authorize Parchment Inc. as the authorized representative for Docufide Institute of Technology to release my complete academic transcript to destinations I select through my Parchment Exchange account.

Clear Signature

I certify under penalty of law that I am the individual identified above.

\* Name:

[cancel registration](#)

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- Accept Parchment User Agreement: To use the Parchment Send application to order transcripts, you must accept the Parchment User Agreement. Please read, print, and electronically sign the agreement.
- You will not be able to request transcripts until you accept the user agreement
- Click the “Submit” button to continue with registration

Locate College/University / Create Account / Enter Enrollment Information / Complete Waiver / Sign TAF / **Accept Agreement** / Confirmation

### Accept Parchment User Agreement

Please read, print, and electronically sign the Parchment User Agreement. By signing this agreement you authorize Parchment to release your transcripts to destinations selected through your Parchment Exchange account.

[Print Agreement](#)

Parchment Inc. ("Parchment") is pleased to offer you the use of Parchment Exchange (the "Service") to deliver your academic transcripts to the colleges, universities, and other destinations of your choice on the following terms and conditions. By selecting the "Accept Agreement" button below, you agree to the following terms and conditions. If you do not complete the online information below or if you do not agree with these terms and conditions, you may not use the Service. The Service operates in compliance with the Family Educational Rights & Privacy Act ("FERPA") (20 U.S.C. Section 1232(g)). If you are under the age of eighteen (18) years, your parent must agree to and submit the registration form for the Service. Your use of this Service is also subject to the terms and conditions contained in the [Terms of Use](#), which govern the use of this Web site, and which Parchment may modify from time to time. It is important that you understand and are comfortable with the level of the privacy accorded your transcripts and other personal information you provide. Please review our [Privacy Policy](#), which Parchment may update from time to time, which explains what measures we take to protect your personal information and what information may be used.

Accept Agreement  Decline Agreement

\* First Name:

\* Last Name:

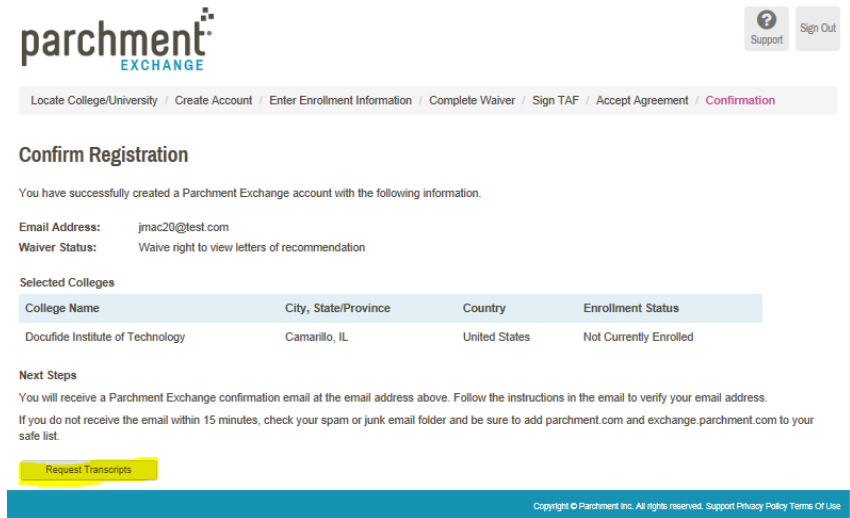
\* Phone:  Ext:

\* Email Address:

[cancel registration](#)

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- Registration Confirmation – Once you submit the Parchment User Agreement, your account will be created, and you can begin to request transcripts
- You will receive a confirmation email that includes a link to confirm that you are able to receive emails at the email address provided when creating your account.
  - Although you can begin requesting transcripts without confirming the email address, we recommend you complete this step to ensure that you receive important status emails from Parchment Exchange.

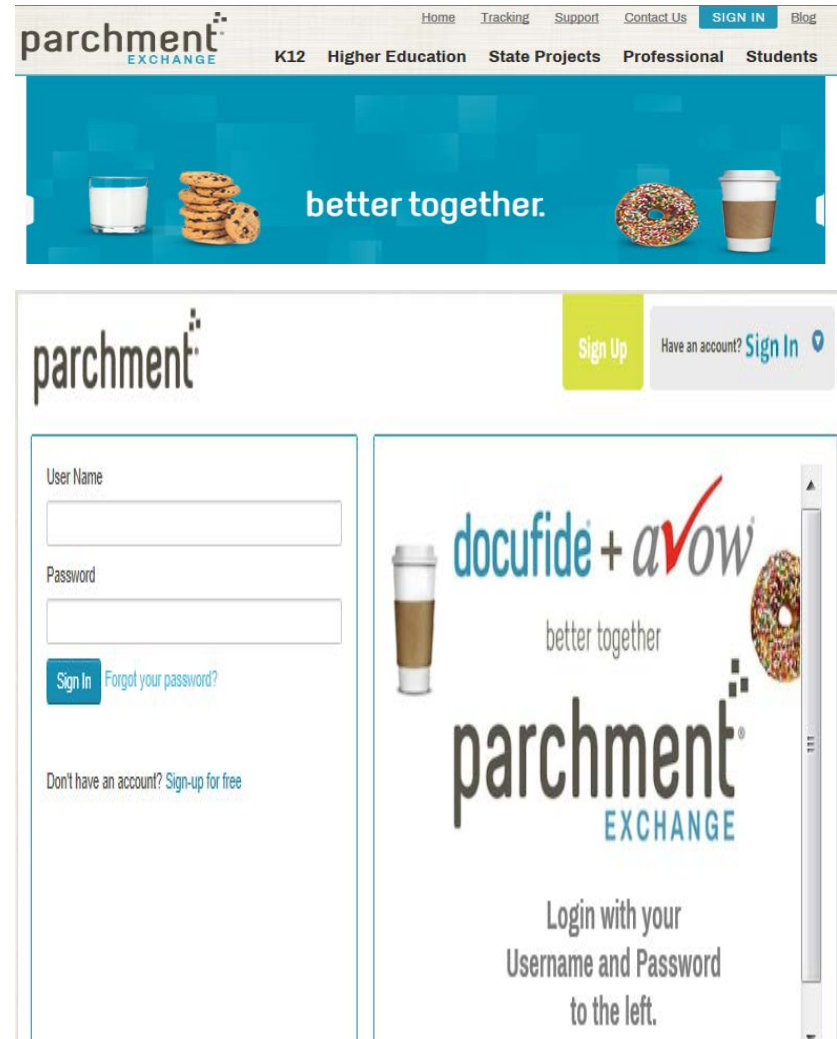


The screenshot shows the 'Confirm Registration' page on the Parchment Exchange website. At the top right, there are links for 'Support' and 'Sign Out'. A breadcrumb trail indicates the current step: 'Locate College/University / Create Account / Enter Enrollment Information / Complete Waiver / Sign TAF / Accept Agreement / Confirmation'. The main heading is 'Confirm Registration', followed by the message: 'You have successfully created a Parchment Exchange account with the following information.' Below this, the user's 'Email Address' is listed as 'jmac20@lest.com' and the 'Waiver Status' is 'Waive right to view letters of recommendation'. A section titled 'Selected Colleges' contains a table with the following data:

College Name	City, State/Province	Country	Enrollment Status
Docufide Institute of Technology	Camarillo, IL	United States	Not Currently Enrolled

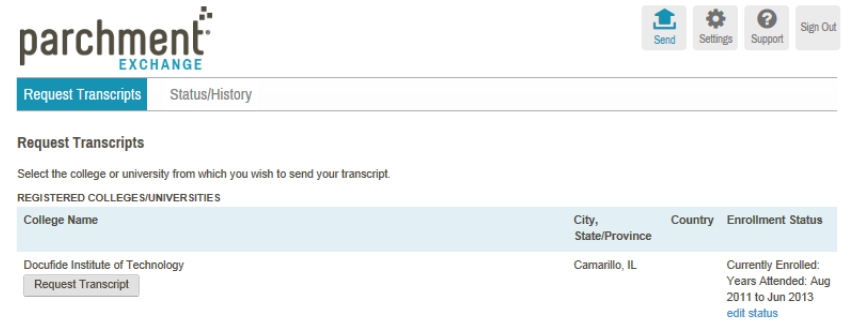
Below the table, the 'Next Steps' section states: 'You will receive a Parchment Exchange confirmation email at the email address above. Follow the instructions in the email to verify your email address. If you do not receive the email within 15 minutes, check your spam or junk email folder and be sure to add parchment.com and exchange.parchment.com to your safe list.' A yellow button labeled 'Request Transcripts' is visible at the bottom of the page content. The footer contains the copyright notice: 'Copyright © Parchment Inc. All rights reserved. Support Privacy Policy Terms Of Use'.

- Sign in to your Parchment Account – [www.exchange.parchment.com](http://www.exchange.parchment.com), click the Sign In button to display the sign in fields
- Enter Parchment Credentials – Enter the email address and password you used to create your Parchment account.
- Click the Sign In button



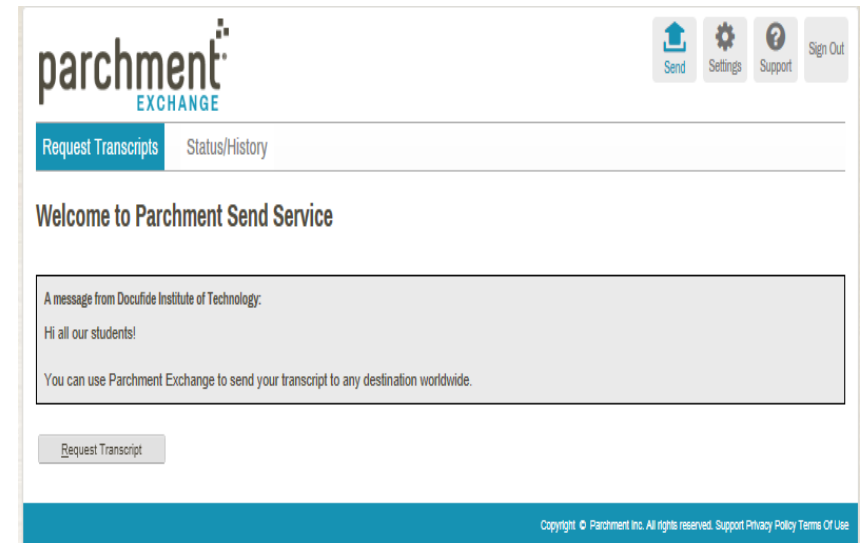
The screenshot shows the Parchment Exchange website's sign-in interface. At the top, there is a navigation bar with links for Home, Tracking, Support, Contact Us, SIGN IN, and Blog. Below this is a secondary navigation bar with categories: K12, Higher Education, State Projects, Professional, and Students. A blue banner features the slogan "better together." accompanied by images of a glass of milk, cookies, a donut, and a coffee cup. The main sign-in area includes the Parchment logo, a "Sign Up" button, and a "Have an account? Sign In" link. The sign-in form contains fields for "User Name" and "Password", a "Sign In" button, and a "Forgot your password?" link. A "Don't have an account? Sign-up for free" link is also present. To the right of the form is a large advertisement for "docufide + avow" with the slogan "better together" and the Parchment Exchange logo. The ad includes images of a coffee cup and a donut, and instructs users to "Login with your Username and Password to the left."

- Select College/University – On the Request Transcripts page, select the “Request Transcript” link for the college/university from which you want to request transcripts.
- College/University Message – Your college/university may provide a personalized message. Please review the message for any important information your institution may provide.
- Click the Request Transcript button to continue transcript request process.



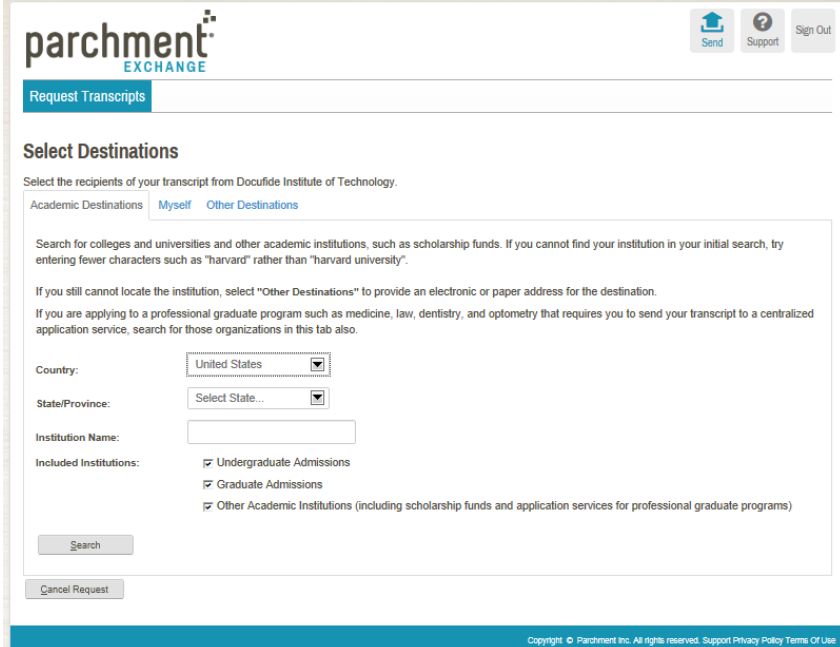
The screenshot shows the 'Request Transcripts' page on the Parchment Exchange. At the top right, there are navigation buttons for 'Send', 'Settings', 'Support', and 'Sign Out'. Below the navigation is the 'parchment EXCHANGE' logo. A tabbed interface shows 'Request Transcripts' as the active tab, with 'Status/History' as an alternative. The main heading is 'Request Transcripts', followed by the instruction: 'Select the college or university from which you wish to send your transcript.' Below this is a table of 'REGISTERED COLLEGES/UNIVERSITIES'.

College Name	City, State/Province	Country	Enrollment Status
Docufide Institute of Technology <a href="#">Request Transcript</a>	Camarillo, IL		Currently Enrolled: Years Attended: Aug 2011 to Jun 2013 <a href="#">edit status</a>



The screenshot shows the 'Welcome to Parchment Send Service' page. It features the same navigation buttons and logo as the previous page. Below the navigation is the heading 'Welcome to Parchment Send Service'. A message box contains the following text: 'A message from Docufide Institute of Technology: Hi all our students! You can use Parchment Exchange to send your transcript to any destination worldwide.' Below the message box is a 'Request Transcript' button. At the bottom right, there is a copyright notice: 'Copyright © Parchment Inc. All rights reserved. Support Privacy Policy Terms Of Use'.

- Select Destinations – You can select your destinations using the following tabs:
  - Academic Destinations – search our database of colleges/universities and scholarship funds
  - Myself – send an official transcript to your email address or physical address
  - Other Destinations – send an official transcript to any destination worldwide



The screenshot shows the 'Request Transcripts' page on the Parchment Exchange website. The page has a header with the Parchment Exchange logo and navigation links for 'Send', 'Support', and 'Sign Out'. Below the header is a blue bar with the text 'Request Transcripts'. The main content area is titled 'Select Destinations' and includes instructions for selecting recipients. It features three tabs: 'Academic Destinations', 'Myself', and 'Other Destinations'. The 'Myself' tab is currently selected. Below the tabs, there is a search area with a text input field and a 'Search' button. There are also dropdown menus for 'Country' (set to 'United States') and 'State/Province' (set to 'Select State...'). A section for 'Included Institutions' has three checked checkboxes: 'Undergraduate Admissions', 'Graduate Admissions', and 'Other Academic Institutions (including scholarship funds and application services for professional graduate programs)'. At the bottom of the form is a 'Cancel Request' button. The footer contains the copyright notice: 'Copyright © Parchment Inc. All rights reserved. Support Privacy Policy Terms Of Use'.

parchment<sup>®</sup> EXCHANGE

Send Support Sign Out

Request Transcripts

### Select Destinations

Select the recipients of your transcript from Docufile Institute of Technology.

Academic Destinations **Myself** Other Destinations

Search for colleges and universities and other academic institutions, such as scholarship funds. If you cannot find your institution in your initial search, try entering fewer characters such as "harvard" rather than "harvard university".

If you still cannot locate the institution, select "Other Destinations" to provide an electronic or paper address for the destination.

If you are applying to a professional graduate program such as medicine, law, dentistry, and optometry that requires you to send your transcript to a centralized application service, search for those organizations in this tab also.

Country:

State/Province:

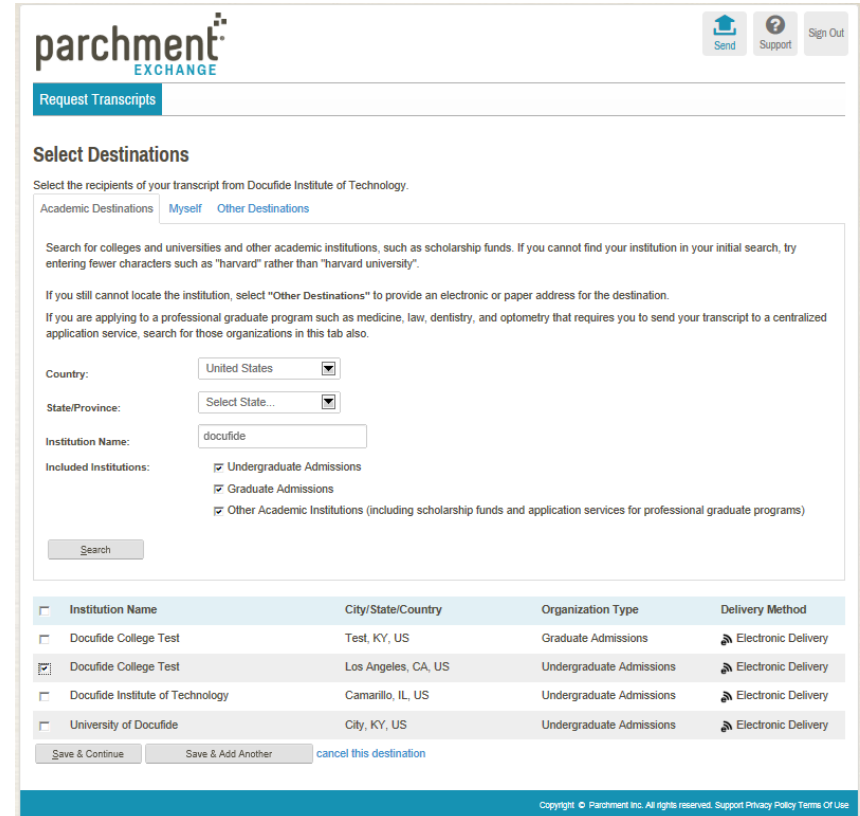
Institution Name:

Included Institutions:

- Undergraduate Admissions
- Graduate Admissions
- Other Academic Institutions (including scholarship funds and application services for professional graduate programs)

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- Academic Destinations – You can search the Parchment database of college/universities and scholarship funds
- We recommend beginning your search for academic destinations on this tab because Parchment maintains a database of preferred delivery methods for all colleges/universities nationwide, and a growing number of international institutions.
- You can search for the institution by any combination of:
  - Country
  - State/Province
  - College/University Name
  - Included Institution (i.e. undergraduate, graduate, or other (such as scholarship fund))
- If you enter multiple criteria (i.e. State/Province and College/University Name), only institutions that match all selected criteria will be displayed in the search results.
  - If you have trouble locating your institution, try entering less criteria and searching again.
- In the Search Results, select the checkbox(s) next to the appropriate institution(s). To continue select:
  - Save & Continue to proceed to review your destination(s) and complete your request
  - Save & Add Another to search for additional destinations
- If you select your current institution, you will receive a warning before proceeding. If you need to send your transcript to your current institution, you can proceed. However, if you want to receive a personal copy of your official transcript, proceed to the “Myself” tab to request a copy of your transcript.



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EXCHANGE

Send Support Sign Out

### Request Transcripts

#### Select Destinations

Select the recipients of your transcript from Docufide Institute of Technology.

Academic Destinations **Myself** Other Destinations

Search for colleges and universities and other academic institutions, such as scholarship funds. If you cannot find your institution in your initial search, try entering fewer characters such as "harvard" rather than "harvard university".

If you still cannot locate the institution, select "Other Destinations" to provide an electronic or paper address for the destination.

If you are applying to a professional graduate program such as medicine, law, dentistry, and optometry that requires you to send your transcript to a centralized application service, search for those organizations in this tab also.

Country:

State/Province:

Institution Name:

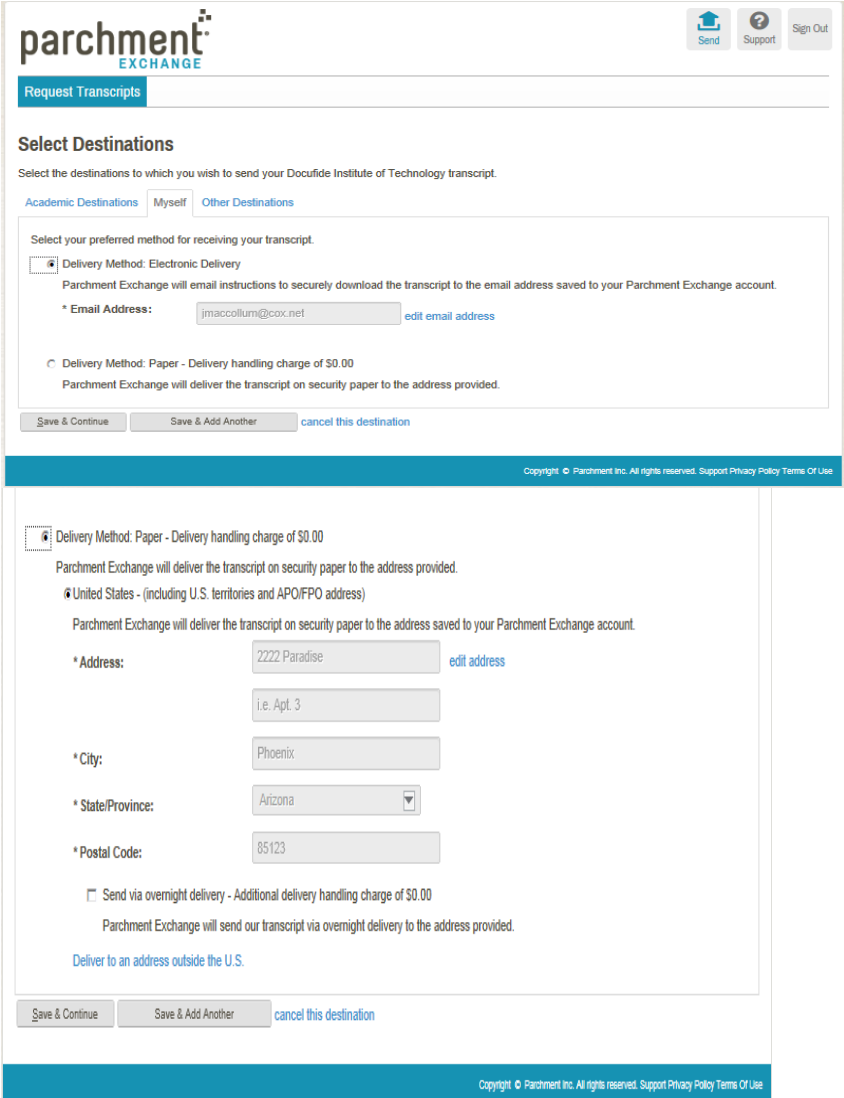
Included Institutions:

- Undergraduate Admissions
- Graduate Admissions
- Other Academic Institutions (including scholarship funds and application services for professional graduate programs)

<input type="checkbox"/>	Institution Name	City/State/Country	Organization Type	Delivery Method
<input type="checkbox"/>	Docufide College Test	Test, KY, US	Graduate Admissions	Electronic Delivery
<input checked="" type="checkbox"/>	Docufide College Test	Los Angeles, CA, US	Undergraduate Admissions	Electronic Delivery
<input type="checkbox"/>	Docufide Institute of Technology	Camarillo, IL, US	Undergraduate Admissions	Electronic Delivery
<input type="checkbox"/>	University of Docufide	City, KY, US	Undergraduate Admissions	Electronic Delivery

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- **Myself Tab** – If you would like to receive an official copy of your transcript, select the Myself tab. By default, the transcript will be delivered to you electronically at the email address associated with your Parchment account.
- Alternatively, you can select a different email address by selecting the “edit email address” link, or have the transcript delivered to you in a sealed envelope to any physical address worldwide by selecting the button next to Delivery Method: Paper.
- You should not select the “Myself” tab to have a transcript delivered to a different destination. As an added level of security when generating your transcript, Parchment clearly identifies the intended recipient of a transcript. If you select the Myself tab, the transcript will indicate that it was prepared specifically for you (rather than your ultimate recipient).
- **Delivery Method: Paper** – If you want to have your transcript delivered on paper in a sealed envelope, select Delivery Method: Paper. By default, the transcript will be delivered to the physical address saved to your account. To edit this address, select the “edit address” link.
- You can also request that the transcript be delivered overnight via FedEx. Please note, transcripts to APO/FPO and Post Office Boxes cannot be delivered overnight
- **International Addresses** – To deliver a transcript to an international address, select the “Deliver to an Address outside the U.S.” link.
  - Transcripts to Canada and Mexico addresses are delivered via U.S. mail (unless you select overnight delivery).
  - Transcripts to all other countries are delivered via FedEx.
- Select your desired delivery method and select the **Save & Continue** or **Save & Add Another** button.



**parchment**  
EXCHANGE

Request Transcripts

[Send](#) [Support](#) [Sign Out](#)

### Select Destinations

Select the destinations to which you wish to send your Docufile Institute of Technology transcript.

[Academic Destinations](#) **Myself** [Other Destinations](#)

Select your preferred method for receiving your transcript.

Delivery Method: Electronic Delivery  
Parchment Exchange will email instructions to securely download the transcript to the email address saved to your Parchment Exchange account.

\* Email Address:  [edit email address](#)

Delivery Method: Paper - Delivery handling charge of \$0.00  
Parchment Exchange will deliver the transcript on security paper to the address provided.

[Save & Continue](#) [Save & Add Another](#) [cancel this destination](#)

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Delivery Method: Paper - Delivery handling charge of \$0.00  
Parchment Exchange will deliver the transcript on security paper to the address provided.

United States - (including U.S. territories and APO/FPO address)

Parchment Exchange will deliver the transcript on security paper to the address saved to your Parchment Exchange account.

\* Address:  [edit address](#)

\* City:

\* State/Province:

\* Postal Code:

Send via overnight delivery - Additional delivery handling charge of \$0.00  
Parchment Exchange will send our transcript via overnight delivery to the address provided.

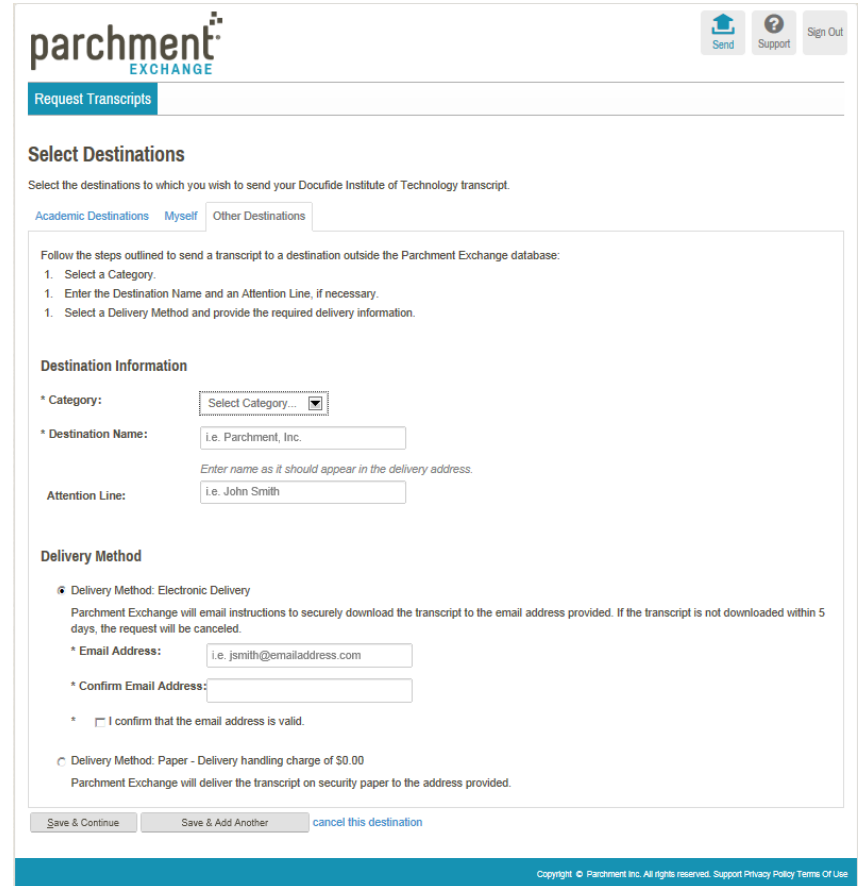
[Deliver to an address outside the U.S.](#)

[Save & Continue](#) [Save & Add Another](#) [cancel this destination](#)

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- Other Destinations – To send a transcript to any other destination worldwide, select the “other Destinations” tab
  - If you are sending your transcript to a college/university in the U.S., you should search for the institution on the “Academic Destination” tab, rather than using the Other Destination tab to ensure the timely delivery of the transcript.
- To send a transcript to a third party, do NOT provide your email address as the destination email address. If you enter your email address, the transcript will be delivered to you, rather than your intended recipient.
- **Delivery Method: Electronic Delivery** – If you select electronic delivery, you must provide a valid email address, and you will be required to confirm that the email address is valid.
- **Delivery Method: Paper** – As with the “Myself” tab, you can have your transcript delivered in a sealed envelope to any physical address worldwide.
- Select your desired delivery method, enter the delivery information, and select the Save & Continue or Save & Add Another button



**parchment**  
EXCHANGE

Send Support Sign Out

### Request Transcripts

#### Select Destinations

Select the destinations to which you wish to send your Docufile Institute of Technology transcript.

Academic Destinations Myself Other Destinations

Follow the steps outlined to send a transcript to a destination outside the Parchment Exchange database:

1. Select a Category.
1. Enter the Destination Name and an Attention Line, if necessary.
1. Select a Delivery Method and provide the required delivery information.

#### Destination Information

\* Category:

\* Destination Name:   
*Enter name as it should appear in the delivery address.*

Attention Line:

#### Delivery Method

Delivery Method: Electronic Delivery

Parchment Exchange will email instructions to securely download the transcript to the email address provided. If the transcript is not downloaded within 5 days, the request will be canceled.

\* Email Address:

\* Confirm Email Address:

I confirm that the email address is valid.

Delivery Method: Paper - Delivery handling charge of \$0.00

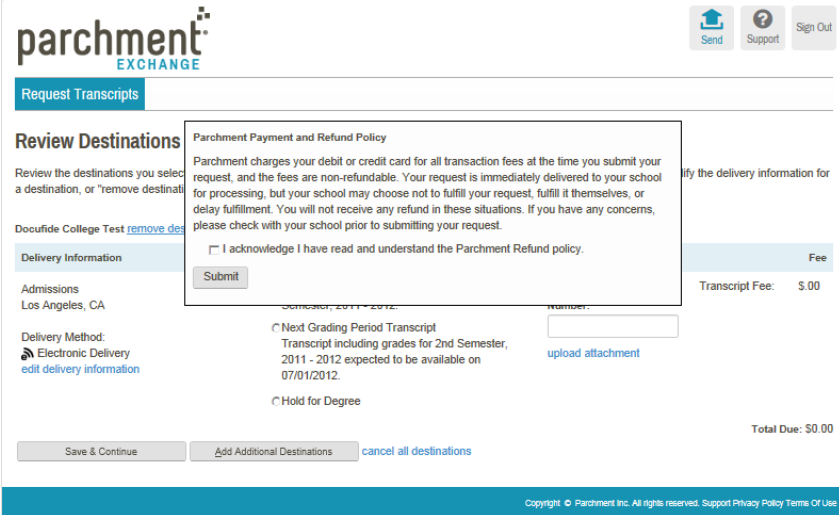
Parchment Exchange will deliver the transcript on security paper to the address provided.

[cancel this destination](#)

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- Check box that you acknowledge that you have read and understand the Parchment Refund policy
- Click the Submit button



**parchment**  
EXCHANGE

Request Transcripts

**Review Destinations**

Review the destinations you select, or "remove destination" to remove a destination, or "remove destination" to remove a destination.

Docufile College Test [remove destination](#)

**Delivery Information**

Admissions  
Los Angeles, CA

Delivery Method:  
 Electronic Delivery [edit delivery information](#)

Next Grading Period Transcript  
Transcript including grades for 2nd Semester, 2011 - 2012 expected to be available on 07/01/2012.

Hold for Degree

**Parchment Payment and Refund Policy**

Parchment charges your debit or credit card for all transaction fees at the time you submit your request, and the fees are non-refundable. Your request is immediately delivered to your school for processing, but your school may choose not to fulfill your request, fulfill it themselves, or delay fulfillment. You will not receive any refund in these situations. If you have any concerns, please check with your school prior to submitting your request.

I acknowledge I have read and understand the Parchment Refund policy.

**Submit**

**Fee**

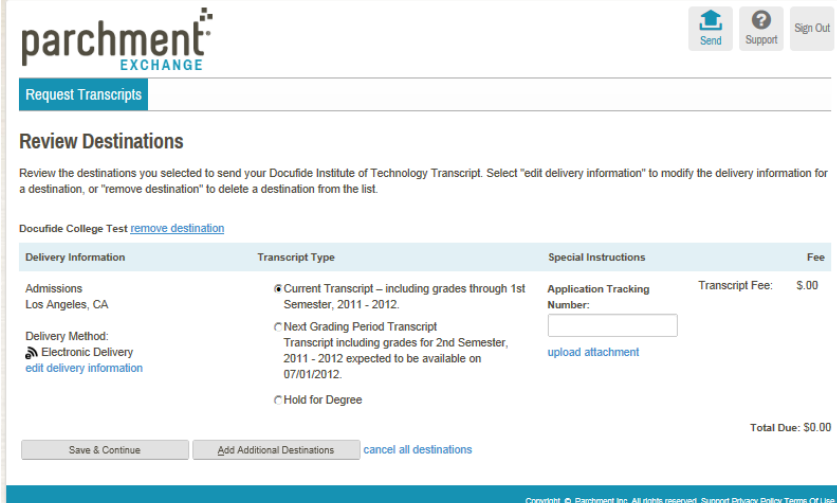
Transcript Fee: \$0.00

Total Due: \$0.00

[Save & Continue](#) [Add Additional Destinations](#) [cancel all destinations](#)

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- Review Destinations – When you have added all required destinations, you can review the information and make any necessary adjustments. You can make the following edits on this page:
- Delivery Method
  - If the delivery method is U.S. Mail, you can elect to send the transcript overnight via FedEx. If you select this option, you must provide a valid phone number and the physical address cannot be a PO Box or APO/FPO address
  - To change the delivery method (i.e. from electronic to paper), click the “edit delivery information” link. We do not recommend changing the delivery method for destinations in the Parchment community (located on the Academic Destinations page) unless you have been given specific instructions to send your transcript to a specific individual or address.
- Transcript Type
  - Current Transcript – the transcript will be delivered immediately with grades through the last grading period.
  - Next Grading Period Transcript – the transcript will be delivered when grades are posted for the next grading period. Parchment provides the date grades are expected to be posted.
  - Hold for Degree – the transcript will be delivered when your degree is awarded.
- Upload Attachment
  - To upload one or more documents to be delivered with a transcript, click the “upload attachment” link. In the upload window, locate your document(s) and click Done to attach them to the transcript. The uploaded documents will be delivered with the transcript.
  - Attachment can only be sent with transcripts that are being delivered electronically
- After reviewing your destinations and making any necessary changes, click the “Save & Continue” button to continue with checkout, or “Add Additional Destinations” to add more destinations.



The screenshot shows the 'Review Destinations' page in the Parchment Exchange interface. At the top, there are navigation links for 'Send', 'Support', and 'Sign Out'. The main heading is 'Review Destinations', followed by a sub-heading 'Docufile College Test' with a 'remove destination' link. Below this is a table with four columns: 'Delivery Information', 'Transcript Type', 'Special Instructions', and 'Fee'. The table contains one row for 'Admissions' in 'Los Angeles, CA'. The 'Transcript Type' column has three radio button options: 'Current Transcript' (selected), 'Next Grading Period Transcript', and 'Hold for Degree'. The 'Special Instructions' column has an 'Application Tracking Number' field and an 'upload attachment' link. The 'Fee' column shows a 'Transcript Fee' of '\$.00' and a 'Total Due' of '\$0.00'. At the bottom of the table, there are three buttons: 'Save & Continue', 'Add Additional Destinations', and 'cancel all destinations'. A footer at the very bottom contains copyright information for Parchment Inc.

Delivery Information	Transcript Type	Special Instructions	Fee
Admissions Los Angeles, CA	<input checked="" type="radio"/> Current Transcript – including grades through 1st Semester, 2011 - 2012. <input type="radio"/> Next Grading Period Transcript Transcript including grades for 2nd Semester, 2011 - 2012 expected to be available on 07/01/2012. <input type="radio"/> Hold for Degree	Application Tracking Number: <input type="text"/> <a href="#">upload attachment</a>	Transcript Fee: \$0.00  Total Due: \$0.00

- Payment – If there is a fee associated with your transcript request(s), submit your payment via credit card or debit card and click “Submit”.
- Confirmation – The confirmation page is the receipt for your transcript order. Please print a copy for your record.
- Once you have submitted your transcript order, you will receive a series of emails to the email address for your account to track the transcript progress including:
  - Confirmation email when your order is submitted
  - Approval email when your order is approved by your college/university.
  - Hold email if your order is placed on hold by your college/university. The hold email will include a reason the order was placed on hold.
  - Delivery email when the transcript is mailed (paper delivery) or delivered (electronic delivery).
  - Confirmed receipt email when an electronic recipient confirms receipt of the transcript.