How to Order an Official Transcript and/or Replacement Diploma
For students who attended WCU *during* or after 1985.

Current and former students (who attended during/after 1985) must log into myWCU to order an official transcript and/or replacement diploma. Students will access the Parchment storefront from myWCU.

Current/recent graduates will receive a complimentary diploma approximately 6 weeks after your degree has been awarded within myWCU.

Within myWCU
- Click the "Order Official Transcript" link, located under the *Useful Links* heading within the *Academic Information* section of your myWCU homepage.
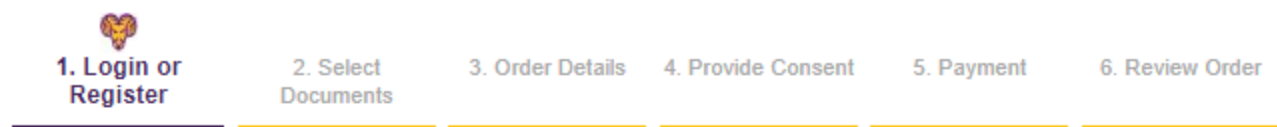
Useful Links

Enroll in a Class	Degree Progress Report
My Class Schedule	What-If Degree Progress Report
Grades	Order Official Transcript
Enrollment Verification	Unofficial Transcript
Change my address	My Academics
Transfer Credit Report	Change Academic Load
Apply for Graduation	My Planner
Establish a Preferred Name	

- This link will route you to the Parchment storefront.

Students with holds on their account will not be able to access the ordering page until the holds are removed.

First Time Accessing Order Page
- Students accessing the ordering page for the first time will be asked to review and/or update name and contact information.

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

Address Details

Welcome to the West Chester University of Pennsylvania document ordering site. In order for us to process your document request you will need to provide some information about yourself. This form will only need to be filled out once, any further access will have the information stored for your convenience. Thank you.

Note This information will be used for the following reasons:

- To keep you informed about the status of your order. In addition, your name will be included in the messaging to the recipients of your documents.
- For current billing information
- This information will **not** be sent back to the institution to update their records.

First Name:	Sample	*
Middle Name:		
Last Name:	Student	*
Street Address:	700 South High Street	*
Address Line 2:		
City:	West Chester	* (Military Addresses: enter APO, DPO, or FPO)
State/Province:	Pennsylvania ▼	*
Post/Zip Code:	19383	*
Country:	United States ▼	*
Telephone:	6104361000	*
Email Address:	registrar@wcupa.edu	*

Submit

Select Document Type

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

Select Document

Transcript

Order an official copy of your undergraduate or graduate transcript to be sent to a destination of your choice. eTranscript (electronic emailed transcript) and printed transcript (mailed or pickup) options are available.

Diploma

Order a replacement or duplicate diploma to be sent to the destination of choice.

Order Official Transcripts

Search for the recipient or the destination you'd like your document sent or click the link under the search box to manually enter the name and address of your recipient.

Where would you like your document(s) sent?

To print and mail a document or send directly to an email address, click '**Send to Yourself, Another Individual, or Third Party**' in blue letters below.

| Institution Name, Acronym, Location, or Email | 🔍 SEARCH |

Or Send to Yourself, Another Individual, or Third Party

Search for your destination

- Within the search box, enter the name, part of the name, or the abbreviation of the organization or institution where you would like your transcript sent.
- Click Search

Where would you like your document(s) sent?

Start by searching for your destination:
Institution Name, Acronym, Location, or Email

| Pitt | 🔍 SEARCH |

100 Matches Found:

INSTITUTION		LOCATION	
University of Pittsburgh	ℹ	Pittsburgh, PA, US	SELECT
North Pitt High	ℹ	Bethel, NC, US	SELECT
Pitt Community College	ℹ	Greenville, NC, US	SELECT
Lady Pitts School Age Parent	ℹ	Milwaukee, WI, US	SELECT
Pittsfield High	ℹ	Pittsfield, MA, US	SELECT
Pittsfield Vocational	ℹ	Pittsfield, MA, US	SELECT
Pittard School Of Technology	ℹ	Alpine, AL, US	SELECT
Gatlinburg Pittman High School	ℹ	Gatlinburg, TN, US	SELECT
Pittsville High School	ℹ	Pittsville, WI, US	SELECT
Pittsford Mendon High School	ℹ	Pittsford, NY, US	SELECT

1 2 3 4 5 6 7 8 9 10 >

Not finding your destination?

You can enter a destination manually by using a physical address or an Email address

ENTER YOUR OWN

- Review/Select from the available options.
  - If you do not see your destination, click "Enter your Own" to manually enter the name/contact information of your recipient.

- Review information about the product/transcript you are having sent, review the destination of your document, identify the reason for your request, and click Continue.
  - If you need to attach a document to your order, click "Choose File" at the bottom of the page.

Product Description

Order a secure, certified PDF of your transcript. E-Transcripts are generally emailed within 90 minutes from the time of order. This includes nights and weekends.

Please confirm with the recipients that they will be able to receive an electronic copy of your transcript. To avoid potential problems with spam filters, please instruct recipients to allow emails from Parchment (parchment.com).

IMPORTANT NOTES:

- Once you submit your order it cannot be cancelled nor monies refunded. Please make sure you verify all information for accuracy, especially the email address, before submitting the request.
- Courses in-progress for the current term will not appear on an official transcript.
- Final grades are official and posted to transcripts the Thursday following final exams at 12pm. Even if grades are showing on MyWCU or your unofficial transcript prior to that day/time, the Registrar's Office is still processing end of term grades so changes may occur.
- Recent Graduates: It may take up to 6 weeks following commencement for degrees to be conferred and visible on your record in *myWCU*. Please be sure your unofficial transcript displays your degree conferral prior to submitting the request.
- Transcripts will not be processed for students with *holds* on their account for financial or other obligations to the University.

Destination:

University of Pittsburgh
Pittsburgh, PA 15260

Continue

Document Name:

eTranscript - $7.00
Switch to Mail Delivery

Order Options

Delivery Mode	**Electronic**
Purpose for Request *	Study abroad or summer school ▼
	*Purpose for Request - Please select a purpose for the request
Attachment (Optional)	Choose File No file chosen

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).

Total $7.00

Add Another Item

Continue

Enter your Destination/Recipient Information

- Click "Send to Yourself, Another Individual, or Third Party" located under the search box or "Enter Your Own" on the search results page.

Where would you like your document(s) sent?

To print and mail a document or send directly to an email address, click '**Send to Yourself, Another Individual, or Third Party**' in blue letters below.

[Institution Name, Acronym, Location, or Email] 🔍 **SEARCH**

Or Send to Yourself, Another Individual, or Third Party

- Select from the available document types: eTranscript, Paper Transcript – Mailed, Paper Transcript – Pickup

Select Product Type

eTranscript - PS	Order a secure, certified PDF of your transcript. E-Transcripts are generally emailed within 90 minutes from the time of order. This includes nights and weekends. Please confirm with the recipients...	$7.00
Paper Transcript - Mailed - PS	Order an official paper copy of your transcript. Orders are generally processed within a few business days (Allow additional processing time for high volume periods). NOTES: Transcripts will not be...	$7.00
Paper Transcript - Pickup - PS	Order a paper copy of your official transcript to be picked up. If someone other than you is picking up the transcript, you must add their name as the recipient. Only you or the recipient listed...	$7.00

- Review product information, enter recipient name and email or physical address, identify the reason for your request, and click Continue.

Attachments

Students ordering eTranscripts and Paper Transcripts – Mailed have the option to include an attachment to be sent with their official transcript.

- Under Order Options, view Attachment (Optional)
- Click Choose File: search files from your device
- Identify Attachment Type

Order Options

Delivery Mode	Electronic
Recipient Name*	Sample Student
Email Address*	registrar@wcupa.edu
	Enter the recipient's email address for delivery
Attachment (Optional)	Selected File: TEST doc for upload.docx Choose File TEST doc for upload.docx Upload supporting document Remove
Attachment Type *	Other ▼

Paper Transcript – Mailed: Fed Ex Option

Students ordering paper transcripts to be mailed now have the option to overnight their order via Fed Ex
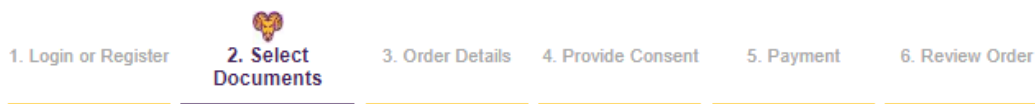
- Under Order Options, view Mailing Method
    - The dropdowns vary for the Mailing Country: domestic or international.
- Select Fed Ex delivery

To ensure next day delivery, orders must be placed by 4 pm eastern time.

Order Replacement Diploma

Former graduates may request a replacement diploma to be mailed to the destination of their choice. Current/Recent graduates do NOT need to request a diploma; a complimentary diploma will be sent to your home address approximately 6 weeks after your degree is conferred within myWCU.

- Click Diploma

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

Select Document

Transcript
Order an official copy of your undergraduate or graduate transcript to be sent to a destination of your choice. eTranscript (electronic emailed transcript) and printed transcript (mailed or pickup) options are available.

Diploma
Order a replacement or duplicate diploma to be sent to the destination of choice.

- Click the link located below the search bar: Send to Yourself, Another Individual, or Third Party.

Where would you like your document(s) sent?

To print and mail a document or send directly to an email address, click '**Send to Yourself, Another Individual, or Third Party**' in blue letters below.

[Institution Name, Acronym, Location, or Email]   **Q SEARCH**

Or Send to Yourself, Another Individual, or Third Party

- Enter recipient address and provide requested information about your WCU degree and then continue.

Address

Mailing Name: * — Sample Student
(Institution, Building, Person, etc.)

Mailing Country: * — United States

Mailing Address 1: * — 700 South High Street
(Extra information use Mailing Address 2 and 3)

Mailing Address 2:

Mailing Address 3:

Mailing City: * — West Chester
* *(Military Addresses: enter APO, DPO, or FPO)*

Mailing State: * — Pennsylvania

Mailing Postal Code: * — 19383

Order Options

Major* — Business
* Major - User Input Required

Mailing Method — **Standard (USPS)**

Name To Display On Diploma* — Sample Student
* Name To Display On Diploma - User Input Required

Graduation Year* — 2016
* Graduation Year - User Input Required

Replacement diploma degree — Bachelor of Science

Add Another Item   Continue

Provide Consent

First time requestors who have not previously signed the FERPA consent page will be directed to do so. Please review the policy and using your mouse sign in the box provided.

Consent form to release academic records

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT OF 1974
(FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. FERPA dictates that University staff members may not share any information, other than directory information, with anyone outside of the University system. This includes, but is not limited to, information about grades, disciplinary history and action, health concerns, and the balance in your accounts. Schools may disclose, without consent, "directory" information such as a students name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. 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 assist 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.
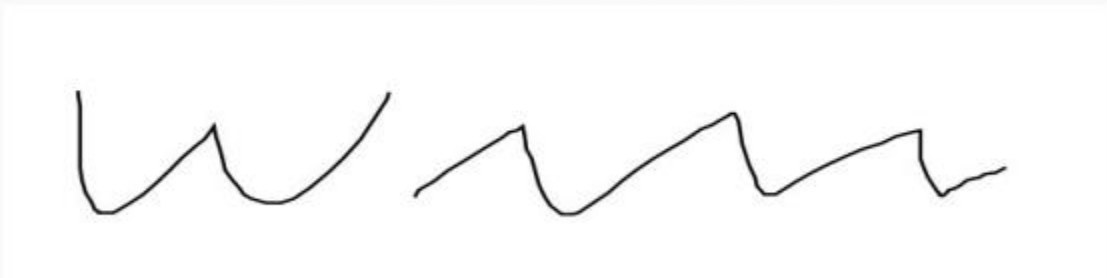
Please visit the U.S. Department of Educations website for further information regarding FERPA

Please sign the signature area below

Signature Verification page

Please visit the U.S. Department of Educations website for further information regarding FERPA

Please verify your signature below

| Go Back and Re-Sign | Accept Signature and Continue |

Returning requestors will see the following:

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 from a previous order

Next

Payment

Enter payment information and confirm/update billing address.

Review Order & Confirm

Review your order and payment information. Click confirm to submit your order.