

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

- This will navigate you to the University of Pittsburgh's Parchment Ordering Service landing page. From here, read the information on this page, enter your email and hit **Continue**.

Learner Account

University Of Pittsburgh
4200 Fifth Ave, Pittsburgh, PA, 15260 US

Ordering your own credentials or academic records OR Ordering on behalf of someone else

A MESSAGE FROM UNIVERSITY OF PITTSBURGH

To request a transcript or enrollment verification, you must login or register by creating a new account. If you have already registered, please enter your Email, select Continue, and enter your Password on the following page.

If this is your first time using the online order system, please enter the Email you would like associated with your account, select Continue, enter your personal information and choose a password on the following page, and then select Create Account & Continue. Follow the instructions on the next page to finish creating your account. Once your account is created you will be able to request transcripts or enrollment verifications online and track the status of your orders.

START HERE - ENTER YOUR EMAIL ADDRESS

testemail@yahoo.com

Continue

* All items marked with a red asterisk are required

By signing up you agree to the Parchment terms of use and privacy policy.

After selecting **Continue**, enter your Password on the next screen & hit **Continue** again.

Ordering your own credentials or academic records OR Ordering on behalf of someone else

WELCOME BACK! SIGN IN TO YOUR PARCHMENT ACCOUNT

Forgot your password?

Continue

* All items marked with a red asterisk are required

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 – Enrollment Verification – Mailed, Enrollment Verification – Electronic, eTranscript, or Paper Transcript - Mailed

Available Credentials CANCEL X

The following credentials are available from University of Pittsburgh. Start your order by selecting a credential listed below (you can add more later)

	Enrollment Verification - Mailed An Enrollment Verification Certificate provides verification of a learner's student status. Some of the ways that it can be used by a learner is for employment, verification of student loans or insura... View Full Description	Order
	Enrollment Verification - Electronic An Enrollment Verification Certificate provides verification of a learner's student status. Some of the ways that it can be used by a learner is for employment, verification of student loans or insura... View Full Description	Order
	Paper Transcript - Mailed An academic transcript is a inventory of courses that a learner has taken and the grades that they earned in those courses during the academic year.	Order
	eTranscript An academic transcript is a inventory of courses that a learner has taken and the grades that they earned in those courses during the academic year.	Order

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 or another individual** and manually enter destination information.

[<BACK](#) Set Delivery Destination CANCEL X

Your order will be sent from University of Pittsburgh to the individual and/or organization at the destination below.

[Search](#)

OR

[I'm sending to myself or another individual](#)

2A. If sending to an In-Network Receiver, after searching and selecting the institution, you will select a Purpose, Campus Attended (PIT, UPB, UPG, UPJ, or UPT), and when you would like the document sent (Send Now, Hold for Grades, or Hold for Degree). You must sign for consent and certify by checking the box. You may also add any applicable attachments. Select **Continue** at the bottom of the page once complete.

TO University of Michigan - Ann Arbor Item Total: \$5.00

Purpose: Admission Campus Attended: PIT

When do you want this sent?: Send Now

Would you like to add an attachment file? (optional) Add An Attachment

Please review the information below pertaining to the type of consent that is required to complete this order.

Most Recent Signature Consent On File Clear & Sign Again

Full name as signed above: Joseph Zangaro

I certify under penalty of law that I am the individual identified above and am authorized to take this action.




CONTINUE

After selecting **Continue**, you will be directed to an Order Summary Page. Review your order or you may **Add Another Item** if you would like to add additional items in your order (following the same process above). Once you have all the documents you would like to order added and your order is accurate, please hit **Continue** to checkout.

[←BACK](#) [CANCEL X](#)

Order Summary

! Your order has not been placed yet. Please review and complete the order below
Here's your order summary Joseph [Collapse All](#)

FOR	[REDACTED]	1	\$5.00	^
ITEM	eTranscript		\$5.00	  
FROM	University of Pittsburgh			
TO	University of Michigan - Ann Arbor, Ann Arbor, MI			

[Add another item for \[REDACTED\]](#)

Total Credential Fees \$5.00
Order Total \$5.00





CONTINUE

On the next page, enter your payment information. Hit Submit Payment.

Payment Information

Enter first and last name as it appears on credit card

<input checked="" type="checkbox"/> Test	<input checked="" type="checkbox"/> Account	
* Credit Card Number		
* Exp Month	* Exp Year	* CVV

    **Order Total: \$5.00**
\$5.00 will be charged to this card.

* Phone

Billing Address [Use different billing address](#)

United States of America

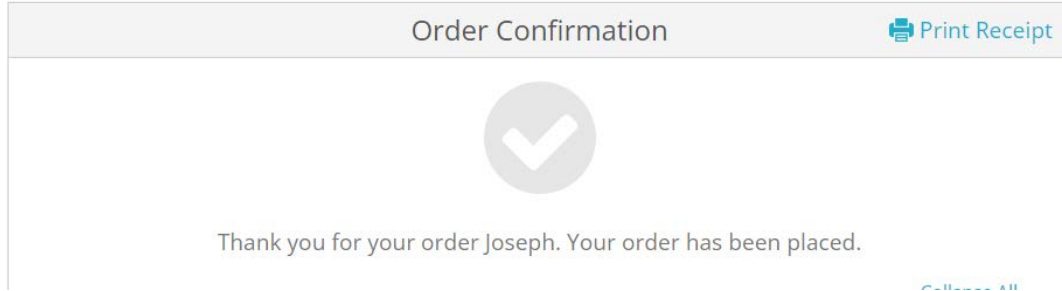
123 Street

Address 2

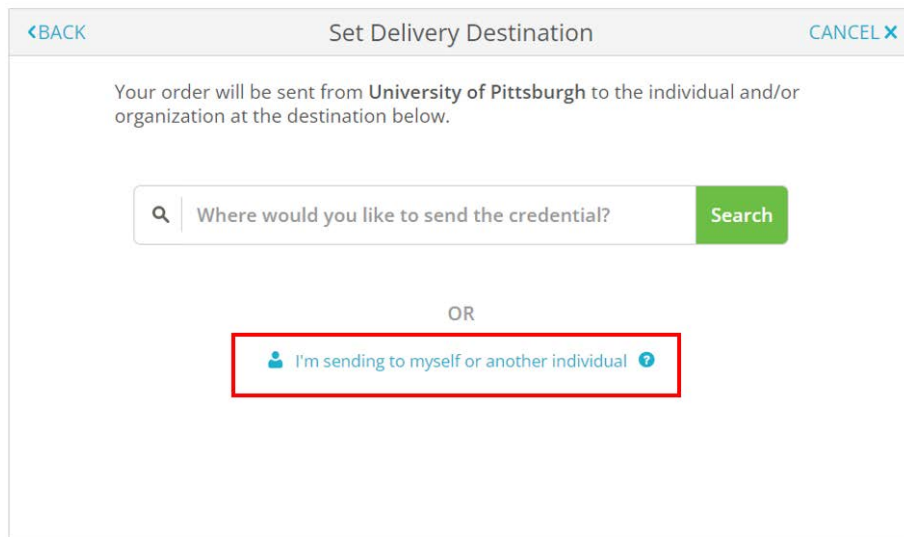
* Pittsburgh	Pennsylvania	* 15209-1460
--------------	--------------	--------------

Submit Payment

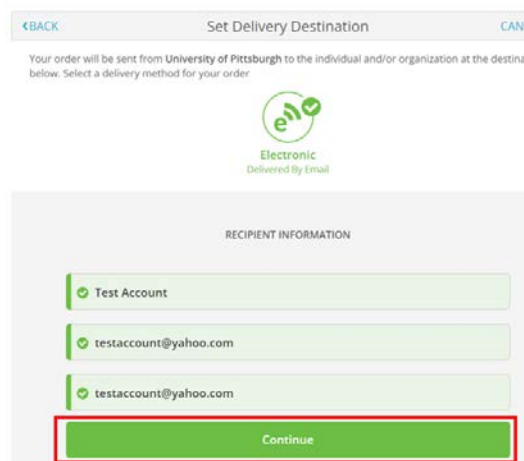
Your order is now complete. You will receive an order confirmation page containing order details. You may now log out or place another order following the same steps.



2B. If sending to “Yourself or Another Individual”, select the blue link under the search field.



Enter your or your recipient's information. Hit **Continue**.



After entering your or your recipient's information, you will select a Purpose, Campus Attended (PIT, UPB, UPG, UPJ, or UPT), and when you would like the document sent (Send Now, Hold for Grades, or Hold for Degree). You must sign for consent and certify by checking the box. You may also add any applicable attachments. Select **Continue** at the bottom of the page once complete.

TO
University of Michigan - Ann Arbor

Item Total: \$5.00

Purpose
Admission

* Campus Attended
PIT

* When do you want this sent?
Send Now

Would you like to add an attachment file? (optional) [Add An Attachment](#)

Please review the information below pertaining to the type of consent that is required to complete this order.

Most Recent Signature Consent On File [Clear & Sign Again](#)

Full name as signed above: Joseph Zangaro

I certify under penalty of law that I am the individual identified above and am authorized to take this action.

CONTINUE

After selecting **Continue**, you will be directed to an Order Summary Page. Review your order or you may **Add Another Item** if you would like to add additional items in your order (following the same process above). Once you have all the documents you would like to order added and your order is accurate, please hit **Continue** to checkout.

[←BACK](#) Order Summary [CANCEL X](#)

i Your order has not been placed yet. Please review and complete the order below
Here's your order summary Joseph [Collapse All](#)

FOR	[REDACTED]	1	\$5.00	^
ITEM	eTranscript		\$5.00	
FROM	University of Pittsburgh			
TO	University of Michigan - Ann Arbor, Ann Arbor, MI			

[Add another item for \[REDACTED\]](#)

Total Credential Fees \$5.00

Order Total \$5.00

CONTINUE

On the next page, enter your payment information. Hit Submit Payment.

Payment Information

Enter first and last name as it appears on credit card

<input checked="" type="checkbox"/> Test	<input checked="" type="checkbox"/> Account	
* Credit Card Number		
* Exp Month	* Exp Year	* CVV

Order Total: \$5.00
\$5.00 will be charged to this card.

* Phone

Billing Address [Use different billing address](#)

United States of America

123 Street


Address 2

* Pittsburgh	Pennsylvania	* 15209-1460
--------------	--------------	--------------

Submit Payment

Your order is now complete. You will receive an order confirmation page containing order details. You may now log out or place another order following the same steps.

Order Confirmation [Print Receipt](#)



Thank you for your order Joseph. Your order has been placed.

[View All](#)

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