

REQUEST AN ACADEMIC TRANSCRIPT

Ordering Academic Transcripts Online – (This process is usually much faster)

Selma University uses Parchment for processing students' transcripts. Students should go to <http://www.parchment.com/order/> and follow directions to order a transcript. The Parchment site will provide instructions for placing your order and the various delivery options available.

The first time you use this service you will establish an account. The process is simple and asks for your current/former names, address, student ID, dates of attendance and other information. Because Federal law (FERPA) requires your signature to release your academic records, you must complete a Consent form in your online request before your transcript can be processed by the school.

If you place an email address in the Destination area, you will receive an emailed Unofficial Academic Transcript. If you place a complete mailing address in the Destination area, your Official Academic Transcript will be mailed to the address provided. We do not email official transcripts.

You will pay for your transcript via credit card (Visa, MasterCard, American Express, and Discover). The most current security available is used to protect your credit card and personal information.

Transcripts ordered through this service will cost \$8.00. Five dollars of each order goes to Selma University for uploading the transcripts and three dollars goes to Credential Solutions LLC as a processing fee for each recipient (transcript addressee). Order updates will be emailed to you. Also, you can check your order status and history online.

Ordering Academic Transcripts Directly from Selma University

Students may request an Official Academic Transcript in person. If coming in person, the requestor will be required to provide a photo ID, \$10.00 per transcript, and complete a form in our office. (Student copies and Official copies are \$10.00 and can be paid by check, cash, or money order).

Students may request a transcript by mail. The Transcript Request Form can be downloaded from the school's website, then complete, sign, and mail the completed form to the address provided. If necessary, a student may send a letter which includes the student's full name (including maiden name), the name used when student was last enrolled, student Social Security Number, address where the transcript is to be mailed, \$10.00 per transcript, and the student requestor's signature. Fees can be paid to Selma University by check or money order. (No cash or card service).

Third (3rd) Party transcript requests are accepted through Parchment **only** and the student's signature is required before processing. There will be No Third (3rd) Party In-Person transcript requests.

Transcript request forms and all other correspondence should be addressed to:

Selma University
Office of the Registrar
1501 Boynton Street
Selma, AL 36701