

TRANSCRIPTS

Ordering Transcripts Online—(This process is usually much faster)

Selma University uses Parchment for processing student transcripts. Students should go to <https://www.parchment.com/order/> and follow directions to order a transcript.

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 requires your signature in order to release your academic records, you must complete a Consent Form and return it as directed before your first request can be processed.

The signed Consent Form remains on file to cover your future Selma University transcript requests through this service.

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). The Parchment site will provide instructions for placing your order and the various delivery options available. Order updates will be emailed to you. Also, you can check your order status and history online.

Ordering Transcripts Directly from Selma University

Students may request an official transcript in person, through the mail, or by fax. 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)

Students requesting a transcript by mail should obtain the transcript request form from the Registrar's Office to 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), student identification number, address where the transcript is to be mailed, \$10.00 per transcript, and the student requestor's signature.

If requesting a transcript by fax, include the above information along with your credit card information, the fax number where the transcript is to be faxed and the person's name to receive the fax. Faxed transcripts are considered unofficial and must be followed by an official copy through the mail if being sent to an educational institution.

Third (3) Party transcripts will be mailed or faxed per students' requests; there are no pickups on 3rd party requests.

Fees can be paid at the university by cash, check, money order, or credit card (Visa, MasterCard, Discover). If paying by credit card, please provide the card number, expiration date, and the name of the card holder.

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

Selma University
Office of the Registrar
Attn: Transcripts
1501 Lapsley Street
Selma, AL 36701

