

# Official Transcript Request

## A Student's Guide to Requesting an Official Transcript

An official transcript is one that is printed on Ivy Tech paper with a seal and signature. It can be sent on your behalf or sent to you. Colleges and Universities will require this type of transcript for credit transfer. There is a \$5 per copy fee for official transcripts. Official transcripts will not be released directly to/for pick up to anyone other than the student whose record it contains.

### **Option 1: In Person**

- 1.) Pay the \$5 per copy fee on campus in the Bursar's Office (Pfau Hall, Room G7)
- 2.) Take receipt to Express Enrollment Center for transcript printing
- 3.) Transcript can be taken with you or mailed to an address of your choice. Transcripts cannot be sent electronically from our campus.

### **Option 2: Order Online**

- 1.) Go to [www.parchment.com](http://www.parchment.com)
- 2.) Login or create an account—Your high school Parchment account will not work for college transcript orders
- 3.) Select "Order my transcript or credentials"
- 4.) Follow the directions to submit your order

### **Option 3: Ivy Tech Website**

- 1.) Go to [www.ivytech.edu/registrar](http://www.ivytech.edu/registrar)
- 2.) Click on **Transcripts**
- 3.) Select the appropriate link according to when your coursework at Ivy Tech was taken
- 4.) Login or create a Parchment account—Your high school Parchment account will not work for college transcripts
- 5.) Select "Order my transcript or credentials"
- 6.) Follow the directions to submit your order

### **Option 4: MyIvy (only use if enrollment is within the last 2 years)**

- 1.) Log into your MyIvy account at <https://myivy.ivytech.edu/>. If you have never used MyIvy, please click the "First time here?" box located below the login box and follow the instructions (your Student ID/C# will be needed).
- 2.) Once logged in, click on **Request Official Transcript** under **My Favorites** (located on the left-hand side)
- 3.) Click the link entitled **Access the Transcript Ordering Site** which will take you to the Parchment Ordering Service
- 5.) Follow the prompts and enter the requested information to submit your order
- 6.) Please note—your high school Parchment account will not work for college transcripts

Students experiencing difficulty accessing their MyIvy account should contact the college's service desk at:

[helpdesk@ivytech.edu](mailto:helpdesk@ivytech.edu)

1-888-489-5463 or 1-888-IVY-LINE