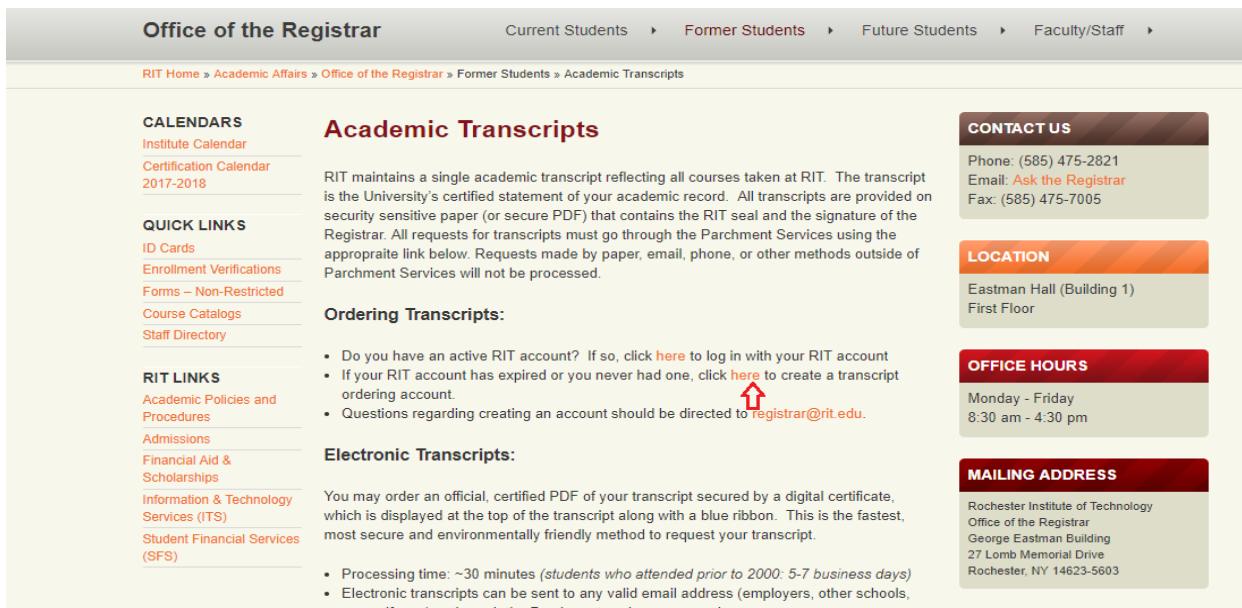
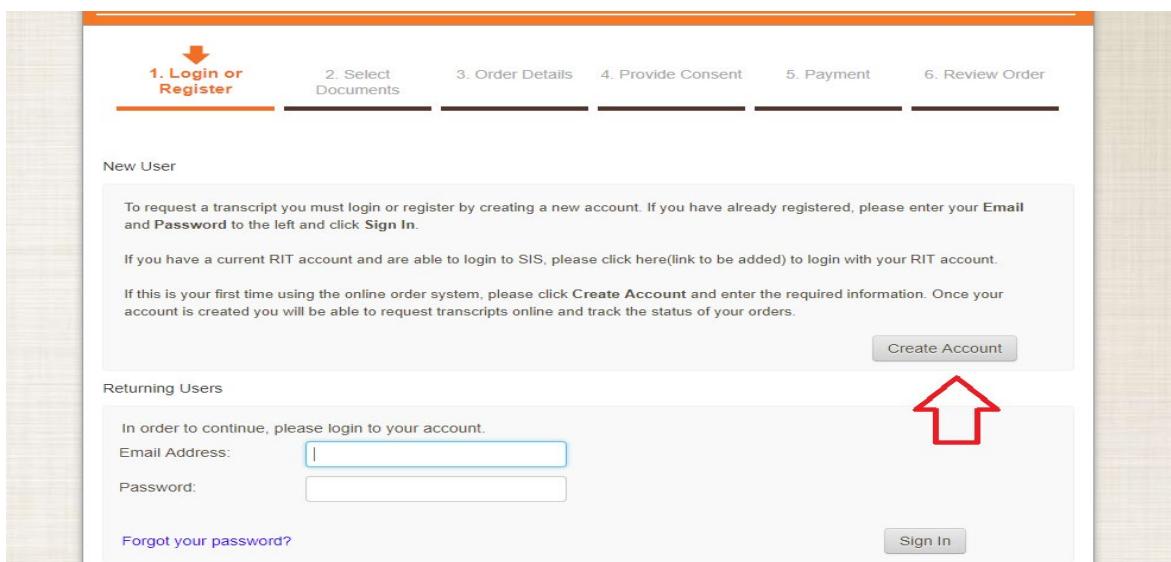


How to Order an Official Transcript without an RIT Account

1. Log in to <https://www.rit.edu/academicaffairs/registrar/transcripts>
2. Click on the hyperlinked “here”



3. The Transcript Request form will open in a new window
4. Click the **Create Account** button



5. Fill out the form as the example below.



NOTE: If you have already created an account, please [login](#).

Information

Please complete the following information to authenticate your identity.

Account creation is only available for students, former students, and RIT alumni. If you are unable to create an account but fall into one of these categories, please contact the Office of the Registrar at registrar@rit.edu

Address Details

First Name:	<input type="text" value="Maria"/> *
Middle Name:	<input type="text"/>
Last Name:	<input type="text" value="Portman"/> *
Street Address:	<input type="text"/> *
Address Line 2:	<input type="text"/>
City:	<input type="text" value="Prishtina"/> * (Military Addresses: enter APO, DPO, or FPO)
State/Province:	<input type="text" value="Type in a choice..."/> * <input type="text" value="Kosovo"/> Enter "None" if not applicable
Post/Zip Code:	<input type="text" value="10000"/> *
Country:	<input type="text" value="Serbia"/> * (eg. 555-555-5555)
Telephone:	<input type="text"/>

6. In the street address add your home address.*

Authentication Details

Date of Birth:	Sep	02	, 1989	*
Year Graduated or Year Last Attended:	2011 *			
Degree Received or Degree Sought:	Bachelor of Science *			
Name While Attending:	Title: <input type="text"/> First Name: <input type="text" value="Maria"/> * Middle Name: <input type="text"/> Last Name: <input type="text" value="Portman"/> * Suffix: <input type="text"/> Dates Attended: <input type="text" value="2007"/> to <input type="text" value="2011"/> * Last 4 SSN: <input type="text" value="9999"/> * (eg. 1234) Student ID: <input type="text" value="123001234"/> Student ID			

*Make sure that the address or name does not contain non-standard characters such as {ë, ç}. Otherwise, you will not be able to continue to the other steps.

**Last 4 SSN should always be filled with 9999

*** Student ID is not mandatory, but if you know it plugging it in shortens the process

7. Fill out the personal email address, a password, the capcha and click submit.

Login Details

Email Address: *

Confirm Email: *

Password: *

Confirm Password: *

For security, your password must be at least **8** characters in length and contain at least **3** of the following:

- An uppercase letter (A-Z)
- A lowercase letter (a-z)
- A number (0-9)
- A punctuation character

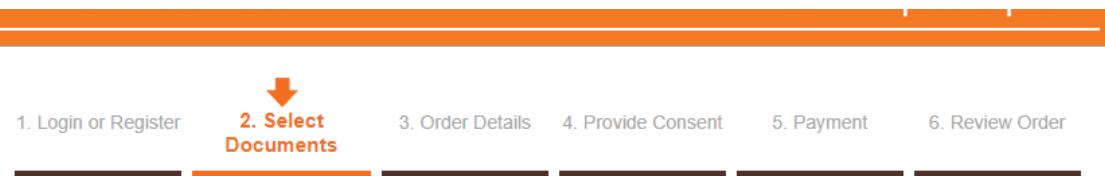
Type the characters as they appear below. If you cannot read them, click the blue refresh icon located below for a new set of characters. Refresh as many times as necessary.

V1 SHUTDOWN ON 2018-03-31
Direct site owners to g.co/recaptcha/upgrade

 [Privacy & Terms](#)

Type the text

8. When the new page opens insert an institution or click [Send to Yourself, Another Individual, or Third Party](#).



Where would you like your document(s) sent?

NOTE: DO NOT enter RIT if intending to pick-up or send to yourself.

Instead, click "Send to Yourself" below and choose mail, electronic, or pick-up.

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

Or [Send to Yourself, Another Individual, or Third Party](#)

9. Select either eTranscript or Paper Transcript Mailed (unless you plan to Pickup at RIT Main).

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

Select Product Type

	eTranscript	\$3.25
Order an official, certified PDF of your transcript. Orders are generally processed in approximately 30 minutes. This is the fastest, most secure, and environmentally friendly method to request your...		
	Paper Transcript - Mailed	\$4.00
Order an official paper copy of your transcript to be mailed to yourself or another recipient. Orders are generally processed within 2-4 business days. NOTE: Transcripts will not be processed for...		
	Paper Transcript - Pickup	\$4.00
Order an official paper copy of your transcript to be picked up at the Office of the Registrar at the Henrietta campus. Orders are generally processed within 2-4 business days. NOTES: Please enter...		

10. a. When ordering an eTranscript insert the name and email of the recipient.

Product Description

Order an official, certified PDF of your transcript. Orders are generally processed in approximately 30 minutes. This is the fastest, most secure, and environmentally friendly method to request your transcript.

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

NOTE:

- Transcripts will not be processed for those with preventative holds on their student record.

Order Options

Delivery Mode

Electronic

Recipient Name*

* Required

Email Address*

Enter the recipient's email address for delivery

Attachment (Optional)

No file chosen

Purpose for Transcript (Optional)

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).

10. b. When ordering a Paper Transcript – Mailed, if you want your official transcript to be delivered to RIT Kosovo, insert the following address: Germia Campus, Dr. Shpëtim Robaj st. nn.** Otherwise, insert a reliable address you want the transcript to be delivered to.

NOTE:

- Transcripts will not be processed for those with preventative holds on their student record.

Address

Mailing Name: *	<input type="text" value="Maria Portman"/>
(Institution, Building, Person, etc.)	
Mailing Country: *	<input type="text" value="Serbia"/>
Mailing Address 1: *	<input type="text" value="Germia Campus, Dr. Shpëtim Rol"/>
(Extra information use Mailing Address 2 and 3)	
Mailing Address 2:	<input type="text"/>
Mailing Address 3:	<input type="text"/>
Mailing City: *	<input type="text" value="Prishtina"/>
* (Military Addresses: enter APO, DPO, or FPO)	
Mailing State: * 	<input type="text" value="Kosovo"/>
Mailing Postal Code: * 	<input type="text" value="10000"/>

Order Options

Mailing Method	<input type="text" value="USPS - International"/>
Attachment (Optional)	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload supporting document"/>
Purpose for Transcript (Optional)	<input type="text" value="Other"/>
Quantity:	<input type="text" value="1"/> * (Max: 10)

[Add Another Item](#)

[Continue](#)

11. Choose order option USPS – International and insert the quantity of transcripts that you need.
 12. Click continue.
 13. Click Check Out
 14. Read the “Consent form to release academic records,” tick I Accept, click Next
 15. Confirm your billing information
 16. Insert your payment and billing information and confirm your purchase

*If you are using Google Chrome or Mozilla then you need to make sure that you click on “allow pop ups for this site”. Otherwise, you will not be able to access your official transcript.

**Make sure that the address or name does not contain non-standard characters such as {ë, ç}. Otherwise, you will not be able to continue to the other steps.