Transcript Ordering

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Account Creation:

1. Go to the <u>WSU Transcript Ordering Portal</u>

	STY	Give Apply Now Locations MyWSU Print Q
coss X Transcripts Home Registrar Home	WSU Transcripts	<i>∞</i> Unofficial WSU Transcripts
	Washington State University offers both Official Transcripts and Unofficial Transcripts for students and former students. Official transcripts are ordered from Parchment for \$10 each. Unofficial transcripts are available via myWSU and are free.	If you were assigned a Network ID (NID) at the time of admission to WSU, you can obtain an Unofficial Transcript through myWSU.
	Official Transcripts \$10 Wey has retained Parchment, a third party vendor, to process WSU Official Transcripts. You may choose to order a PDF or paper copy for a fee of \$10 per transcript copy sent to you or a third party. Your official transcript with available via download or by mail/FedEx. There is an additional fee for FedEx orders. Order Official Transcripts Transcript Order Questions? Contact Parchment here	 myWSU > Student Homepage > Academic Records View Unofficial Transcript. Help with NID? Submit a request to <u>Crimson Service</u> <u>Desk</u> If you attended prior to 1993, you will need to order an official Transcript. Non-WSU International Transcripts
	Transcript Information	To request a copy of a transcript that was provided to WSU by an international educational institution, submit a Request for Non-WSU, International Transcript.
	How to order an Official Transcript +	Download, complete, and mail the form to the Registrar's Office. The fees for this service are displayed on the form.

2. Click "Order Official Transcripts"



3. Select "ordering your own credentials" and proceed to create an account

		New Learner Account	t
4	Washir 370 Lighty Stude	ngton State Uni nt Services, Pullman, WA 99164-00	versity ^{on, us}
Ord	ering your own creder or academic records	OR	Ordering on behalf of someone else
EN	TER YOUR PERSONA	AL INFORMATION	
4	First Name	Middle Name	* Last Name
4	Month Of Birth 👻	* Day Of Birth 👻	★ Year Of Birth 👻
ł	Highest Level Of Edu	ication	-
EN	Cell Phone	TINFORMATION	
U	Inited States of Americ	a	

4. Confirm your account



5. Click the plus sign to select "Start by adding a school or organization you attended"

o parchment		DASHBOARD	ORDERS	PROFILE 🔻
Edit Profile Edit Profile Picture				
VVA				3
A DEPART OF THE ACTION OF THE	Order your credentials from o 1000 organizations in our netv The stations of the state of the st	vork T		

6. Search for and select "Washington State University"

1. Search 2. Enrollment Info			
Add Your School or Organization			
Run a search below to add the school you attended to your account.	After adding your school, you can begin o	ordering transcripts.	
Washington State University		Search	
	Advanced	<u>i Search</u> ▼	
School/Organization	Location	Туре	
Washington State University	Pullman, WA, US	College /Undergraduate	ADD
Washington-Liberty High School (Washington-Lee High School)	Arlington, VA, US	High School	ADD
Kennesaw State University	Kennesaw, GA, US	College /Undergraduate	ADD
Coppin State University	Baltimore, MD, US	College /Graduate	ADD
Coppin State University	Baltimore, MD, US	College /Undergraduate	ADD
Pennsylvania State University-Main Campus	University Park, PA, US	College /Undergraduate	ADD
Bridgewater State University	Bridgewater, MA, US	College /Graduate	ADD
Bridgewater State University	Bridgewater, MA, US	College /Undergraduate	ADD
Northeastern State University	Tahlequah, OK, US	College /Graduate	ADD
	« 1 2 »		

7. Confirm your enrollment information and WSU ID

Enrollment Information	CANCEL 🗙
NAME DOB	
Washington State University would like you to provide the following information: * Are you currently enrolled? Select * What was your first year of attendance? Your Student ID Number	
 Please verify your name while attending Other name variation or maiden name 	
Finish creating my Parchment account <i>without</i> placing an order right now.	

8. You will now be able to place orders for your WSU transcript

Place an Order:

- 1. Go to the WSU Transcript Ordering Portal
- 2. Click "Order Official Transcripts"



- 3. Sign-in to your account.
 - a. If you don't have an account yet then se the steps in "Create an Account" to set one up.
- 4. Under "Available Credentials" select "order" next to "transcript"

	Available Credentials	CANCEL ×
A.	The following credentials are available from Washingt University . Start your order by selecting a credential li can add more later)	on State sted below (you
TRANSCRIPT	Transcript An academic transcript is a inventory of courses	Order
Rordon Person 🔘	that a learner has taken and the grades that they earned in those courses during the academic year.	

- 5. Next select delivery destination. You can search for options already in the system.
 - a. Popular destinations for upcoming PharmD graduates include:
 - National Association of Boards of Pharmacy: Searchable option, type "NABP" and select. It will default to sending electronically (via email). NABP requires all graduates to submit their transcripts.
 - ii. PhORCAS: Searchable option, type PhORCAS and select. It will default to sending electronically (via email). For those applying to Residency programs.
 - iii. Pharmacy Quality Assurance: Not a searchable option. If you are seeking pharmacist licensure in WA the WA Department of Health Pharmacy Quality Assurance requires a copy of your transcript. You'll instead select "I'm sending to myself or another individual." You'll manually input the information and select to send it electronically or via the mail. Use the information below:

Pharmacy Quality Assurance Commission Credentialing P.O. Box 47877 Olympia, WA 98504-7877

HSQAReview2@doh.wa.gov

	Set Delivery Destination	CANCEL ×	
Y	our order will be sent from Washington State University to the individual nd/or organization at the destination below.		
	Q Where would you like to send the credential? Search		
	OR		
	I'm sending to myself or another individual		
	Set Delivery Destination	CANC	EL×
Your orde destinatio	r will be sent from Washington State University to the individual and/or organ	nization at the	
	e 199		
	Electronic Print & Mailed Delivered By Email Printed On Paper & Mailed		
	RECIDIENT INFORMATION		
	RECIPIEITINI ORMANON		
	* School Name, Business, Person, or Your Name		
	★ Recipient's Email		
	* Retype Email		
	Continue		

Tip: For any recipients you manually input you can select electronic or regular mail for delivery. Electronic delivery will always be fastest, however make sure the recipient allows for electronic email delivery. PQAC does accept transcripts via electronic delivery.

6. You'll reach a checkout page with the total cost and recipient information to review, electronically sign and acknowledge

< BACK	ltem	Details	CANCEL ×
		For:	
A	FROM Washington State University Pullman, WA TO	e ^ð Delivery Methoo Credential Fee:	d: Electronic \$10.00
	National Association of Boards of Pharmacy	Item Total:	\$10.00
🖒 Would	l you like to add an attachment file? (op	otional) 1 Ad	d An Attachment
Ple to	ase review the information below pert complete this order.	aining to the type of consen	t that is required
Sig	n here with mouse or finger	[Clear Signature

Tip: For NABP it is not required, however it can be helpful to add an attachment that contains your NABP e-profile number.

- 7. Click "Continue"
- 8. Follow the prompt so submit payment and complete order

To place a new order or to track a prior order:

- 1. Go to the WSU Transcript Ordering Portal
- 2. Click "Order Official Transcripts"

Washington state un	IVERSITY	Give Apply Now Locations MyWSU Print Q
دممیر) Transcripts Home Registrar Home	WSU Transcripts	øUnofficial WSU Transcripts
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- 3. Sign-in to your account
 - a. If you don't have an account yet then se the steps in "Create an Account" to set one up.
- 4. Under "orders" go to "Track Orders" to check the status

• j parchment	DASHBOARD ORDERS PROFILE
Order History	
Need to place a powerder	
Create new orders from the credential tiles on your dashboard.	Create New Order
Track Orders	