

REQUESTING YOUR OFFICIAL TRANSCRIPT

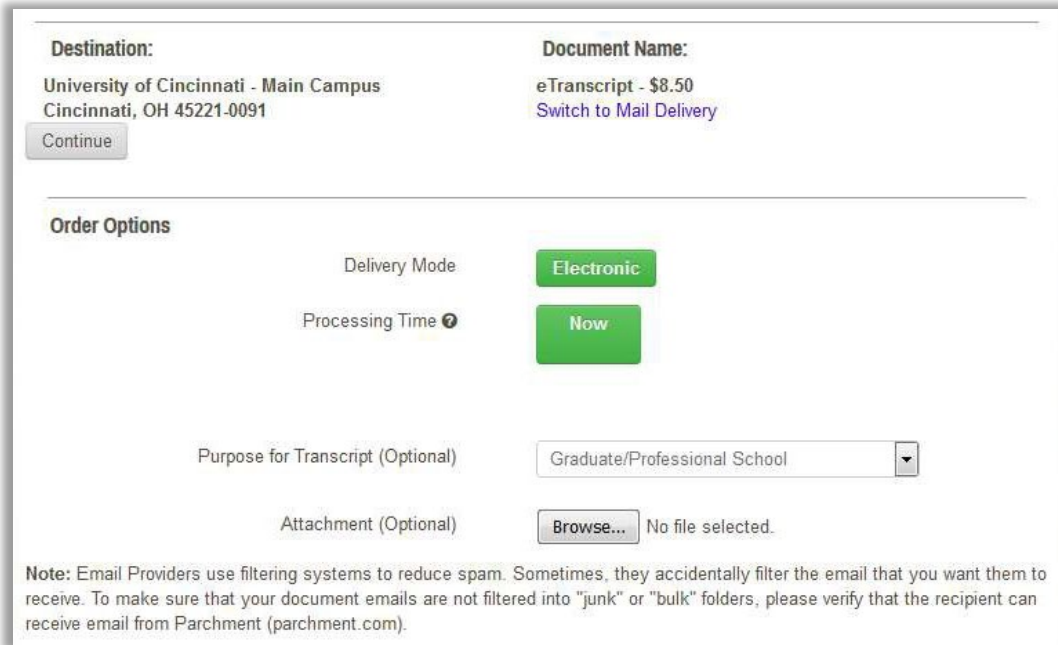
Follow these steps to get your official transcript in Catalyst

- 1) From the Catalyst Student Homepage, select the *My Academics* Tile and then open the **Grades/Transcript/Enroll Cert** listed on the Navigation Collection.
- 2) Select **Request Official Transcript**. A new window tab will open directing you to Parchment. The first time you request a transcript through Parchment, you will be asked to provide a current mailing address. **Note: This will not update your information in Catalyst.**
- 3) Next, **select the institution, location or email address** of your intended recipient. If you wish to send your transcript to yourself, another individual, company, or to an institution that isn't identified in the search function, click the blue link underneath the text field.
 - **eTranscript:** Will generate a PDF that will be sent almost immediately. This PDF can be opened by the recipient up to three times in a 30 day period. This is the fastest, most secure, and environmentally-friendly method to request your transcript.
 - **Paper Transcript:** Will print your transcript and mail it through the US Postal Services. An estimated 7-10 business days may be required to complete a paper transcript request.

The screenshot shows a progress bar at the top with six steps: 1. Login or Register, 2. Select Documents (highlighted in red), 3. Order Details, 4. Provide Consent, 5. Payment, and 6. Review Order. Below the progress bar, the question "Where would you like your document(s) sent?" is displayed. There is a text input field with the placeholder "Institution Name, Acronym, Location, or Email" and a blue "SEARCH" button. Below the input field, there is a link that says "Or Send to Yourself, Another Individual, or Third Party".

NOTE: Many institutions prefer that your transcript be sent to them electronically.

- 4) **Verify the destination** is correct for your transcript, and **select the delivery mode** (electronic or mail delivery). You can also provide the Purpose for Transcript (employment, graduate school, internship, etc.) and attach other documents if needed.



Destination:
University of Cincinnati - Main Campus
Cincinnati, OH 45221-0091

Document Name:
eTranscript - \$8.50
[Switch to Mail Delivery](#)

Order Options

Delivery Mode

Processing Time

Purpose for Transcript (Optional)

Attachment (Optional) No file selected.

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).

THIRD PARTY: You will be prompted to provide the address information needed if you are sending your transcript to yourself or a third party.

- 5) The first time you request a transcript, you will need to provide consent. Future orders will recognize that you have provided consent.
- 6) Review the order and enter your billing and credit card information to purchase your transcript. Please note that the charge will appear as Parchment on your credit card statement.
- 7) Once your order is complete, you will receive an email confirming your purchase. You will also be emailed once your transcript has been electronically delivered and when your transcript has been downloaded.