

Wake Forest University Transcript Request Parchment User Guide

Revised November 2017



WAKE FOREST
UNIVERSITY



1. Login or
Register

2. Select
Documents

3. Order Details

4. Provide Consent

5. Payment

6. Review Order

Table of Contents

Introduction	3
Content Intentions	3
What is a Transcript?	3
<i>College, Graduate School and School of Business Transcripts</i>	3
<i>School of Law Transcripts</i>	3
Transcript Options	4
Electronic Transcripts (fastest)	
4 Mail Printed Official Transcripts	4
Pick-Up Printed Official Transcripts	4
How to Request a Transcript	5
For All Current Students	5
<i>Send a transcript to an institution or nonresidential location using the search option</i>	9
<i>Send a transcript to an institution, nonresidential location, yourself, another individual or third party using the Enter Your Own option</i>	12
For All Alumni & All Former Students	27
<i>Send a transcript to an institution or nonresidential location using the search option</i>	33
<i>Send a transcript to an institution, nonresidential location, yourself, another individual or third party using the Enter Your Own option</i>	36
Confirmation Email	52
Release Transcript Email	52
Recipient Transcript Email	52
<i>How to Access an e-Transcript from an Email</i>	53
Electronic Transcript Validation for Third Party Recipients	57
Electronic Transcript Information for Third-Party Recipients	57
How to Authenticate Electronic Official Transcripts	57
Document Validity	57
<i>Valid Signature</i>	57
<i>Invalid Signature</i>	58
<i>Author Unknown</i>	58
<i>Note on Pop-up Screens</i>	58
Transcript Request FAQs	59

Introduction

Content Intentions

This manual is intended to be used by all current, former and Alumni students at Wake Forest University. Some sections of the manual is intended to be used by individuals who have received an electronic transcript from a current, former or Alumni student at Wake Forest. In terms of the transcript request process, the majority of information and instructions below are similar, if not the same, for all students and former student types across the university; however, some of the features and functions are specifically for specific users. Therefore, it is advised that all users read carefully and use their designated section in the manual. For more information, please visit <http://registrar.wfu.edu/transcript/>

What is a Transcript?

An official transcript, which contains the signature of the University Registrar and the Wake Forest University seal, is a student's academic record. It contains ALL coursework taken while enrolled at Wake Forest University. Only the record holder can authorize/request an official transcript. Please note that for a student who has taken courses and/or has degrees at both the undergraduate and graduate levels, an official Wake Forest University transcript will include ALL levels of coursework.

***Only official transcripts are issued through the university. Unofficial transcripts are available via WIN.

College, Graduate School and School of Business Transcripts

If you are an undergraduate, graduate or business school student and are requesting a transcript, please request your transcript using this transcript request process through the Office of the University Registrar, <http://registrar.wfu.edu/transcript/>.

School of Law Transcripts

If you are a Law student and are requesting a Law School transcript, please visit the Law School, <http://registrar.law.wfu.edu/>.

Transcript Options

The following types of official transcripts are provided:

Electronic Transcripts (fastest)

When placing your orders online, you can select a pdf format of your official transcript. Many recipients now accept “paperless” official transcripts. Before placing your order, ask the recipient whether an electronic transcript (e-Transcript) is acceptable and, if so, the email address you should use for delivery. Once you have placed your online order, the recipient is notified by email that he or she can retrieve a certified pdf from our transcript ordering service.

These e-Transcripts are official documents and can be validated through a third party vendor, Parchment, because they have been digitally signed and certified by Wake Forest.

Note: e-transcripts cost \$2.75 per transcript.

Mail Printed Official Transcripts

Wake Forest provides printed official transcripts through the Office of the University Registrar. Paper transcripts are mailed using standard delivery through the U.S. Postal Service.

Note: Standard mailing through the U.S. Postal Service cost \$2.75 per transcript. You may opt for express shipping through FedEx when ordering online at an additional cost of \$18.00 for domestic destinations and \$25.00 for international destinations.

Pick-Up Printed Official Transcripts

Wake Forest provides pick-up printed official transcripts through the Office of the University Registrar, 110 Reynolda Hall, the next business day after 2:30pm. Please provide a photo ID when picking up your transcript.

Note: Picking up a transcript cost \$2.75 per transcript.

How to Request a Transcript

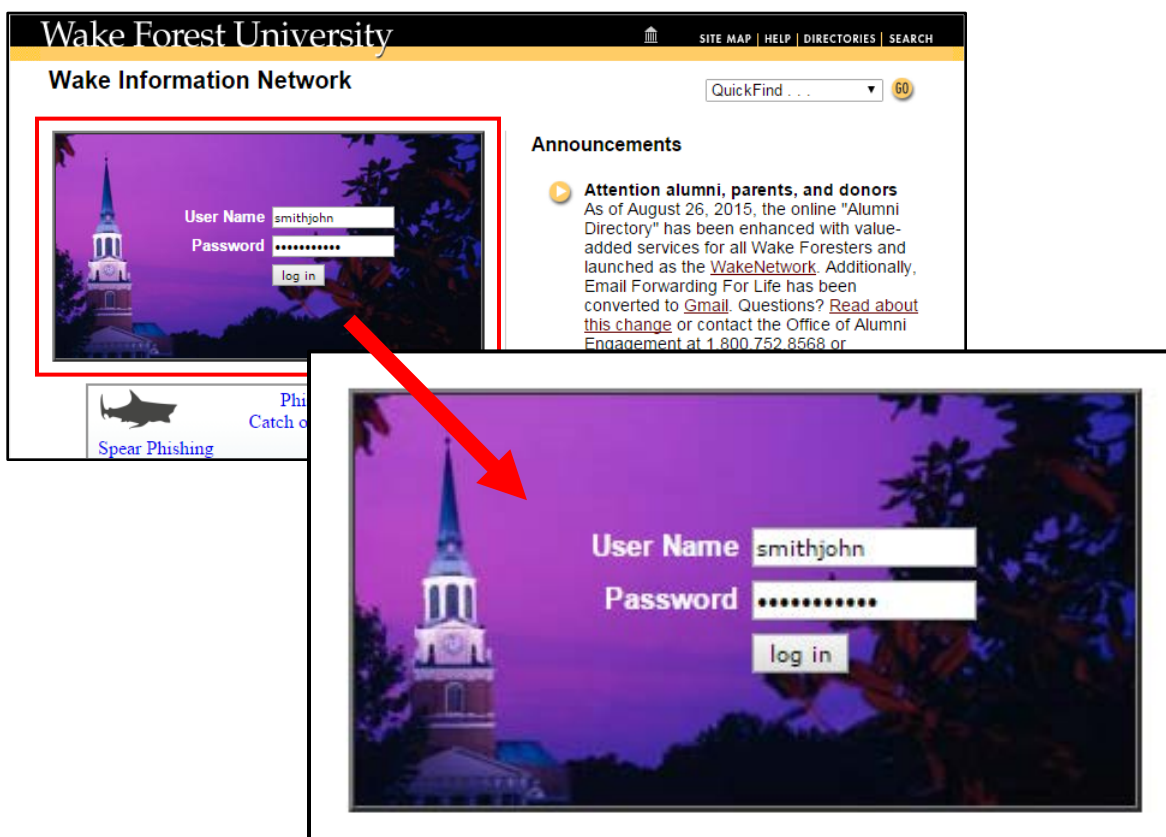
For All Current Students

1. Log into WIN

There are two ways to access WIN:

- 1) Go to the WIN login page: <http://win.wfu.edu>
- 2) Click on the **Current Student** link if you come across this screen.


At the login screen, log into WIN.




2. Enter/Verify your information page:

Please **verify** your personal and biographical information to authenticate your identity. Click **Submit** to submit this form at bottom of the page. You will only be prompt to verify this page once.

Home | Support | Contact Us Shopping Cart: \$0 | Sign In

 **WAKE FOREST**
UNIVERSITY


1. Login or Register

2. Select Documents

3. Order Details

4. Provide Consent

5. Payment

6. Review Order

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


Information

Red Asterisked Items under the Authentication Details section must match exactly in order to verify your identity within our system. All other items will be used to authenticate your identity. Please complete the entire form. Email Address and Password are required to create an account.


NOTE: If you have already created an account, please login.

NOTE: If you are a current student, please log-on through [WIN](#).

Address Details

 First Name: *

Middle Name:

 Last Name: *

The image shows a web form for requesting a transcript from Wake Forest University. The form is divided into three main sections: Address, Authentication Details, and Login Details. Red arrows on the left side of the form point to specific fields that are required for submission, indicated by an asterisk (*).

Address Section:

- Street Address: *
- Address Line 2:
- City: * (Military Addresses: enter APO, DPO, or FPO)
- State/Province: *
- Post/Zip Code: *
- Country: *
- Telephone: * (eg. 555-555-5555)

Authentication Details Section:

- Date of Birth: *
- Year Graduated or Year Last Attended: *
- Degree Received or Degree Sought: *
- Name While Attending:
 - Title:
 - First Name:
 - Middle Name:
 - Last Name:
 - Suffix:
- Dates Attended: to *
- Last 4 SSN: * (eg. 1234)
- Student ID: (Your WFU ID Number)

Login Details Section:

- Email Address: *
- Password: *

3. Select Documents Page:

The screenshot shows the 'Select Documents' page of the Wake Forest University transcript request system. At the top is a navigation bar with links: Home | My Account | Order Status | Support | Contact Us | Shopping Cart: \$0 | Sign Out. Below this is a dark banner with the Wake Forest University logo and name. A progress bar below the banner shows six steps: 1. Login or Register, 2. Select Documents (highlighted with a blue arrow and underline), 3. Order Details, 4. Provide Consent, 5. Payment, and 6. Review Order. The main heading is 'Where would you like your document(s) sent?'. Below this is a search bar with the placeholder text 'Institution Name, Acronym, Location, or Email'. A blue 'SEARCH' button is positioned below the search bar. At the bottom, there is a link that says 'Or Send to Yourself, Another Individual, or Third Party'.

Please start by **selecting where you would like your transcript to be sent**. You can **search** or you can **manually enter in the destination**.

Keep in mind the transcript option product types (**Each transcript option will cost \$2.75 per request**):

- **E-Transcript (Fastest):** You can choose to search where you would like to have your transcript sent electronically or you can enter the email address of the destination.
- **Paper Transcript Mailed:** Please enter the mailing address information of where you would like to have your transcript sent. You can also indicate whether you would like to have your transcript sent now, held for grades or held for your degree to be posted. The only option for express mailing will be FedEx, at an additional charge. Please visit the FAQ section at the bottom of this manual for additional information.
- **Paper Transcript Pick-up:** Please enter the recipient name under who should pick up your transcript, whether it is you or someone else. You can

also indicate whether you want your order processed now, held for grades or held for your degree to be posted.

Example 1: Send a transcript to an institution or nonresidential location using the search option (e.g. Boston University)


1) Type in the institution or nonresidential location. Then click on **Search**.

The screenshot displays the Wake Forest University website's transcript request process. At the top, a navigation bar includes links for Home, My Account, Order Status, Support, Contact Us, Shopping Cart: \$0, and Sign Out. Below this is the Wake Forest University logo. A progress bar shows six steps: 1. Login or Register, 2. Select Documents (highlighted with a blue arrow), 3. Order Details, 4. Provide Consent, 5. Payment, and 6. Review Order. The main heading asks, "Where would you like your document(s) sent?". Below this is a search input field containing "Boston University". A blue button with a magnifying glass icon and the text "SEARCH" is circled in red. Below the button, a link reads "Or Send to Yourself, Another Individual, or Third Party".


2) A list of Boston University affiliated addresses and email addresses will populate.

NOTE: These affiliated addresses and email addresses are standardized and pre-uploaded. PLEASE make sure that the address or email address is the right address you want to send your transcript to. And PLEASE understand that the displayed affiliated address may NOT be the right address you need to send your transcript to. Check where you need to send your transcript to before selecting a destination on the populated list.

Home | My Account | Order Status | Support | Contact Us | Shopping Cart: \$0 | Sign Out

 **WAKE FOREST**
UNIVERSITY

1. Login or Register

 **2. Select Documents**

3. Order Details


4. Provide Consent

5. Payment







6. Review Order

Where would you like your document(s) sent?

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

 **SEARCH**





6 Matches Found:

INSTITUTION	EMAIL	LOCATION	
Boston University	 vowens@bu.edu	Boston, MA, US	SELECT
Boston University Graduate School of Arts and Sciences	 grs@bu.edu	Boston, MA, US	SELECT
The Art Institute of Boston at Lesley University	 lconnor3@lesley.edu	Boston, MA, US	SELECT
Summer Challenge Program, Boston University		Boston, MA, US	SELECT
Boston University Executive MBA	 emba@bu.edu	Boston, MA, US	SELECT
Boston University School of Law		Boston, MA, US	SELECT

Not finding your destination?
You can enter a destination manually by using a physical address or an Email address

ENTER YOUR OWN

- 3) To check the Boston University address, click on the **Information Icon** .







INSTITUTION	
Boston University	
Boston University Graduate School of Arts and Sciences	
The Art Institute of Boston at Lesley University	
Summer Challenge Program, Boston University	

Boston University

Address	121 Bay State Road Boston, MA 02215 US
Contact Name	Office of Undergraduate Admissions
Email	vowens@bu.edu
Phone	6173532300

Iconnor3@lesley.edu	Boston, MA, US	SELECT
	Boston, MA, US	SELECT

- 4) If the address is correct, click on **Select**. If none of the populated addresses are correct, **please skip to Example 2 to enter in the address.**

INSTITUTION	EMAIL	LOCATION
Boston University	 vowens@bu.edu	Boston, MA, US SELECT
Boston University Graduate School of Arts and Sciences	 grs@bu.edu	Boston, MA, US SELECT
The Art Institute of Boston at Lesley University	 lconnor3@lesley.edu	Boston, MA, US SELECT
Summer Challenge Program, Boston University		Boston, MA, US SELECT
Boston University Executive MBA	 emba@bu.edu	Boston, MA, US SELECT
Boston University School of Law		Boston, MA, US SELECT

Not finding your destination?

You can enter a destination manually by using a physical address or an Email address

ENTER YOUR OWN

- 5) Select how you want to send your transcript by **clicking on the product** (e.g. e-Transcript). If you need to mail a paper copy of your transcript, please continue with e-Transcript and the following Order Detail page will give you the option to mail your transcript.

The screenshot shows the Wake Forest University website interface for transcript requests. At the top is a navigation bar with links: Home | My Account | Order Status | Support | Contact Us | Shopping Cart: \$0 | Sign Out. Below this is a dark banner with the Wake Forest University logo and name. A progress bar indicates six steps: 1. Login or Register, 2. Select Documents (highlighted with a blue arrow), 3. Order Details, 4. Provide Consent, 5. Payment, and 6. Review Order. The main section is titled 'Select Product Type'. It features a product card for 'eTranscript' which includes a PDF icon, the text 'eTranscript' circled in red, a description: 'Order an official, certified PDF of your transcript. Please confirm with the recipients that they will be able to receive an electronic copy of your transcript. Also, to avoid potential...', and a price of '\$2.75'.

Example 2: Send a transcript to an institution, nonresidential location, yourself, another individual or third party using the Enter Your Own option (e.g. Another Individual)

- 1) There are many different reasons why you would enter in an address for your transcript destination:
 - If what you entered in the search option on the Select Document page does not give you an address or the correct address.
 - If you need to send your transcript to an institution or nonresidential location that is not well known to the general population.
 - If you need to send your transcript to yourself or another individual.

If one of these reasons pertains to you, please use the **Enter Your Own** option.

- 2) There are two ways to enter in an address: you can click on **Send to Yourself, Another Individual, or Third Party** or **Enter Your Own** after executing the **Search** option.

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

Where would you like your document(s) sent?

Wake Forest University

SEARCH

Or Send to Yourself, Another Individual, or Third Party

INSTITUTION	EMAIL	LOCATION	
Boston University	vowens@bu.edu	Boston, MA, US	SELECT
Boston University Graduate School of Arts and Sciences	grs@bu.edu	Boston, MA, US	SELECT
The Art Institute of Boston at Lesley University	lconnor3@lesley.edu	Boston, MA, US	SELECT
Summer Challenge Program, Boston University		Boston, MA, US	SELECT
Boston University Executive MBA	emba@bu.edu	Boston, MA, US	SELECT
Boston University School of Law		Boston, MA, US	SELECT


Not finding your destination?


You can enter a destination manually by using a physical address or an Email address

ENTER YOUR OWN

- 3) Select how you want to send your transcript by **clicking on the product** (e.g. e-Transcript) and you will enter in the necessary information in the Order Detail page.

[Home](#) | [My Account](#) | [Order Status](#) | [Support](#) | [Contact Us](#) | [Shopping Cart: \\$0](#) | [Sign Out](#)

**WAKE FOREST**
UNIVERSITY


2. Select Documents

1. Login or Register


3. Order Details


4. Provide Consent


5. Payment

6. Review Order

Select Product Type

**eTranscript**
Order an official, certified PDF of your transcript. Please confirm with the recipients that they will be able to receive an electronic copy of your transcript. Also, to avoid potential...
\$2.75


**Paper Transcript - Mailed**
Order an official paper copy of your transcript. Orders are generally processed within a few business days (Allow additional processing time for high volume periods). NOTES: Transcripts will not be...
\$2.75

**Paper Transcript - Pickup**
Order an official paper copy of your transcript. Orders are generally processed within a few business days (Allow additional processing time for high volume periods). NOTES: Transcripts will not be...
\$2.75

4. Order Detail Page:

On this Order Detail page please **check your order carefully**. Here, you can update or edit your shopping cart, continue shopping within this order if you would like to send another transcript or choose to checkout.

[Home](#) | [My Account](#) | [Order Status](#) | [Support](#) | [Contact Us](#) | [Shopping Cart: \\$0](#) | [Sign Out](#)


WAKE FOREST
UNIVERSITY

1. Login or Register

2. Select Documents

3. Order Details

4. Provide Consent

5. Payment

6. Review Order

Product Description

Order an official, certified PDF of 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 (noreplyint@parchment.com).

NOTES:

- This is the fastest, most secure, and environmentally friendly method to request your transcript.
- Transcripts will not be processed for those with restrictions or holds placed on their account.
- Students who attended prior to 1986 may experience a delay in processing.

Destination:
Boston University
Boston, MA 02215

Document Name:
eTranscript - \$2.75
[Switch to Mail Delivery](#)

Continue

Order Options

Transcript Level

Complete

Delivery Mode

Electronic

Processing Time ?

Now

Hold for Grades

Hold for Degree

Holds are for current term only

Purpose for Transcript (Optional)

--

Attachment (Optional)

Choose File

No file chosen

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).

Total \$2.75

Add Another Item

Continue

This page will be separated into three sections:

- Product Description
- Destination
- Order Options

Product Description

This section will indicate what **transcript product type** you have selected. Make sure this is how you want to mail your transcript. (e.g. If you chose to mail your transcript through **e-Transcript**)

Product Description



Order an official, certified PDF of 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 (noreplyint@parchment.com).

NOTES:

- This is the fastest, most secure, and environmentally friendly method to request your transcript.
- Transcripts will not be processed for those with restrictions or holds placed on their account.
- **Students who attended prior to 1986 may experience a delay in processing.**

(e.g. If you chose to mail your transcript through **Paper Transcript - Mailed**)

Product Description




Order an official paper copy of your transcript. Orders are generally processed within a few business days (Allow additional processing time for high volume periods).

NOTES:

- Transcripts will not be processed for those with restrictions or holds placed on their account.

(e.g. If you chose to mail your transcript through **Paper Transcript - Pickup**)

Product Description



Order an official paper copy of your transcript. Orders are generally processed within a few business days (Allow additional processing time for high volume periods).

NOTES:

- Transcripts will not be processed for those with restrictions or holds placed on their account.
- Once processed, transcripts will be available for pick-up on campus.

Destination

This section will indicate where you are sending your transcript.

If the address or email address is pre-populated, it will be displayed here. Make sure this is where you want to mail your transcript. If it is not, please correct the email or physical address.

Note: If you are sending an e-Transcript or picking up a transcript by using the Send to Yourself, Another Individual, or Third Party or Enter Your Own options, please enter the designated email address for your e-Transcript or the designated person for your pickup transcript in the Order Options section.

(e.g. If you chose to mail your transcript through **e-Transcript** to an institution or nonresidential location using the **Search** option)

Destination:	Document Name:
Boston University	eTranscript - \$2.75
Boston, MA 02215	Switch to Mail Delivery
<input type="button" value="Continue"/>	

If this is not how you want your transcript to be sent, you have the option to mail your transcript. Please click on **Switch to Mail Delivery**, then **No, Send by Mail** if you want your transcript to be mailed.

Destination: Boston University Boston, MA 02215 <input type="button" value="Continue"/>	Document Name: eTranscript - \$2.75 Switch to Mail Delivery
---	---

Your selected Institution prefers to receive Electronically. Would you like to continue sending in their preferred method?



You will be redirected to **select another product type**. Once you select a product type, you will be directed to the previous Order Detail page.

Home | My Account | Order Status | Support | Contact Us | Shopping Cart: \$0 | Sign Out

WAKE FOREST UNIVERSITY


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


Select Product Type

	Paper Transcript - Mailed Order an official paper copy of your transcript. Orders are generally processed within a few business days (Allow additional processing time for high volume periods). NOTES: Transcripts will not be...	\$2.75
	Paper Transcript - Pickup Order an official paper copy of your transcript. Orders are generally processed within a few business days (Allow additional processing time for high volume periods). NOTES: Transcripts will not be...	\$2.75

(e.g. If you chose to mail your transcript through **Paper Transcript - Mailed**)


Address


 Mailing Name: *
(Institution, Building, Person, etc.)


 Mailing Address 1: *
(Extra information use Mailing Address 2 and 3)


Mailing Address 2:

Mailing Address 3:

 Mailing City: *
**(Military Addresses: enter APO, DPO, or FPO)*

 Mailing Postal Code: * ⓘ

 Mailing Country: *

 Mailing State: * ⓘ

Order Options

This section will give you several transcript options. Note that these options are automatically selected. Please review the options and make changes when it is needed.

You will have the options to select when you want your transcript to be processed (i.e. now, hold for grades or hold for degree), attach a document to your transcript if needed and send another transcript by clicking on **Add Another Item** or continue to payment by clicking on **Continue** at the bottom of the page.

A recipient name and email address may be required depending on where you are sending your transcript. Please enter in the recipient name and email address if needed.

(e.g. If you chose to mail your transcript through **e-Transcript** to an institution or nonresidential location using the **Search** option)

Order Options

Transcript Level

Complete

Delivery Mode

Electronic

Processing Time ?

Now

Hold for Grades

Hold for Degree

Holds are for current term only

Purpose for Transcript (Optional)

--

Attachment (Optional)

Choose File

No file chosen

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).

Add Another Item

Total \$2.75

Continue

(e.g. If you chose to mail your transcript through **e-Transcript** to yourself or a third party using the **Send to Yourself, Another Individual, or Third Party or Enter Your Own** options)

Order Options

Transcript Level

Complete

Delivery Mode

Electronic

Processing Time ?

Now

Hold for Grades

Hold for Degree

Holds are for current term only

Recipient Name*

* Required

Email Address*

Enter the recipient's email address for delivery

Attachment (Optional)

Choose File

No file chosen

Upload supporting document

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).

Add Another Item

Continue

(e.g. If you chose to mail your transcript through **Paper Transcript - Mailed**)

Order Options

Transcript Level

Complete

Processing Time ?

Now

Hold for Grades

Hold for Degree

Holds are for current term only

Mailing Method

Standard (USPS)

Attachment (Optional)

Choose File

No file chosen

Upload supporting document

Purpose for Transcript (Optional)

--

Quantity:

1

*(Max: 10)

Add Another Item

Continue

(e.g. If you chose to mail your transcript through **Paper Transcript - Pickup**)

Order Options

Transcript Level: **Complete**

Processing Time: **Now** | Hold for Grades | Hold for Degree
Holds are for current term only

Mailing Method: **Pick-up**

Recipient Name*:
* Required

Attachment (Optional): No file chosen
Upload supporting document

Purpose for Transcript (Optional):

Quantity: * (Max: 10)

Once you click **Continue**, review your shopping cart. Make sure the product type, delivery mode, processing time and the destination of your transcript are correct. If not, please update your shopping cart. If everything is correct, click **Checkout**.

Your Shopping Cart Contents

Total Items: 1 Amount: \$2.75

Qty.	Document Name	Unit	Total
1	eTranscript	\$2.75	\$2.75

Remove

Transcript Level - Complete

Delivery Mode - Electronic

Processing Time - Now

Document Date - 02/16/2016 8:16:12

Send To - Boston University

Sub-Total: \$2.75

5. Payment Page:




We accept Visa, MasterCard and Discover as valid methods of payment. Please enter all required information to process your payment and release your transcript. And please be sure to review your billing address information.

Home | My Account | Order Status | Support | Contact Us | Shopping Cart: \$2.75 | Sign Out

WAKE FOREST UNIVERSITY

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

Payment Method

We accept:   

Card Owner's Name:

Test Card Number:

Expiration Date:

CVV Number ([More Info](#))

Note: When payment is made with a credit card, the order will appear as "Parchment" on the credit card statement.

Billing Address:

First Name: *

Last Name: *

Street Address: *

Address Line 2:

City: * (Military Addresses: enter APO, DPO, or FPO)

State/Province: Please select ... *

Post/Zip Code: *


Country: United States *

[Back](#) [Next](#)

6. Review Order Page:

Please review your order before you hit **Confirm**

[Home](#) | [My Account](#) | [Order Status](#) | [Support](#) | [Contact Us](#) | Shopping Cart: \$2.75 | [Sign Out](#)


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

Information

Please review this page carefully. You will not be able to make changes once it is confirmed.

Your account will be charged now even if have chosen the option to hold for degree or grades.

Confirm Your Billing Info:

Test Credit Card: Visa

Card Owner's Name: John Smith
 [Edit Payment Information](#)

Test Card Number: 4111XXXXXXXX1111
 Expiration Date: January, 2025
 CVV Number ([More Info](#)) 111

Billing Address: (*Must match the address associated with your credit card)

John Smith
 1834 Wake Forest Dr
 Winston Salem, NC 27109
 United States

[Edit Billing Address](#)

Confirm Your Document Request:

Document Name	Qty.	Unit Price	Total
eTranscript	1	\$2.75	\$2.75
Transcript Level - Complete			
Delivery Mode - Electronic			
Processing Time - Now			
Document Date - 02/16/2016 8:16:12			
Send To - Boston University			


Sub-Total: \$2.75
Total: \$2.75

Note - If the email address of the recipient is a member of the Parchment Exchange network, Parchment will deliver to their Parchment Receive inbox instead of their email address, according to their preference.

[Back](#)
[Confirm](#)


Once you confirm your order, you will get a confirmation page. Please make sure you keep a record of your **order number** in the upper left hand corner. If you have any issues regarding your transcript order, the Office of the University Registrar will ask you for this number.

[Home](#) | [My Account](#) | [Order Status](#) | [Support](#) | [Contact Us](#) Shopping Cart: \$0 | [Sign Out](#)

 **WAKE FOREST**
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Order #8225675

Thank you for using our document ordering site.

 Your order has been submitted and is being processed.

Note: When payment is made with a credit card, the order will appear as "Parchment" on the credit card statement.

Your checkout is now complete. For further information please visit our website at:
registrar.wfu.edu

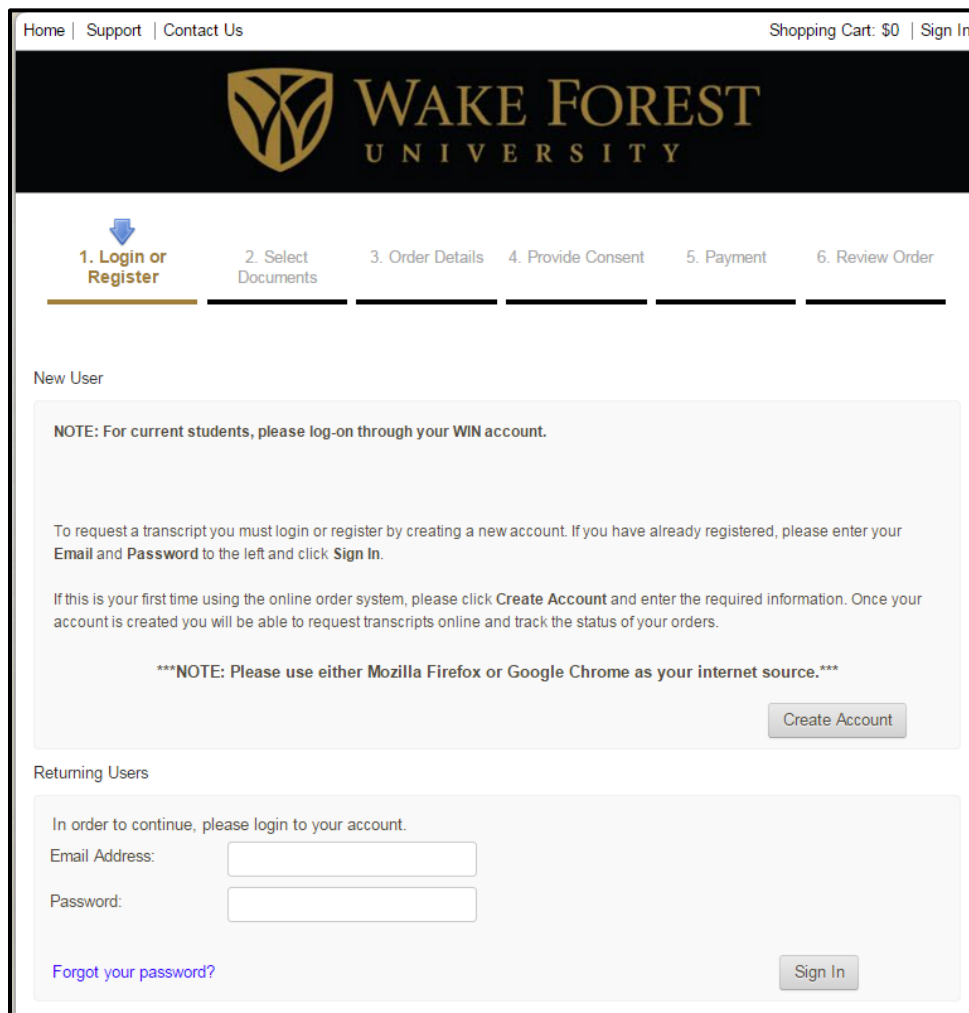
[Log Off](#)

For All Alumni & All Former Students

1. Access Transcript Request Page:

Click on **Alumni & All Former Students** link.


2. Log on/Register page:



The screenshot shows the Wake Forest University transcript request interface. At the top, there is a navigation bar with links for Home, Support, and Contact Us, along with a Shopping Cart showing \$0 and a Sign In link. Below this is the Wake Forest University logo. A progress bar indicates the current step is '1. Login or Register', with other steps being '2. Select Documents', '3. Order Details', '4. Provide Consent', '5. Payment', and '6. Review Order'. The main content area is divided into two sections: 'New User' and 'Returning Users'. The 'New User' section includes a note for current students to log on through their WIN account, instructions on how to request a transcript by logging in or creating a new account, and a 'Create Account' button. The 'Returning Users' section includes instructions to login to the account, fields for Email Address and Password, a 'Sign In' button, and a link for 'Forgot your password?'. A note at the bottom of the 'New User' section states: '***NOTE: Please use either Mozilla Firefox or Google Chrome as your internet source.'***

If you are a new user, please click on **Create Account** to start your transcript request. (Note: Please use either Mozilla Firefox or Google Chrome as your internet browser)

[Home](#) | [Support](#) | [Contact Us](#)Shopping Cart: \$0 | [Sign In](#)



WAKE FOREST UNIVERSITY

1. **Login or Register**

2. Select Documents

3. Order Details

4. Provide Consent

5. Payment

6. Review Order

New User

NOTE: For current students, please log-on through your WIN account.

To request a transcript you must login or register by creating a new account. If you have already registered, please enter your **Email** and **Password** to the left and click **Sign In**.

If this is your first time using the online order system, please click **Create Account** and enter the required information. Once your account is created you will be able to request transcripts online and track the status of your orders.

*****NOTE:** Please use either Mozilla Firefox or Google Chrome as your internet source.*******

Create Account

Returning Users

In order to continue, please login to your account.

To request a transcript you must login or register by creating a new account. If you have already registered, please enter your **Email** and **Password** to the left and click **Sign In**.


If this is your first time using the online order system, please click **Create Account** and enter the required information. Once your account is created you will be able to request transcripts online and track the status of your orders.

*****NOTE:** Please use either Mozilla Firefox or Google Chrome as your internet source.*******

Create Account

If you have requested a transcript before or is a returning user, please log into your account.

Home | Support | Contact Us Shopping Cart: \$0 | Sign In

 **WAKE FOREST**
UNIVERSITY

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

New User

NOTE: For current students, please log-on through your WIN account.

To request a transcript you must login or register by creating a new account. If you have already registered, please enter your Email and Password to the left and click **Sign In**.

If this is your first time using the online order system, please click **Create Account** and enter the required information. Once your account is created you will be able to request transcripts online and track the status of your orders.

NOTE: Please use either Mozilla Firefox or Google Chrome as your internet source.

Create Account

Returning Users

In order to continue, please login to your account.

Email Address:

Password:

[Forgot your password?](#) Sign In

Returning Users

In order to continue, please login to your account.

Email Address:

Password:


[Forgot your password?](#) **Sign In**


3. Enter/Verify your information page:

New Users: If you are a new user, please **enter** in your personal and biographical information to authenticate your identity. In addition, please create an account at the bottom of the screen. Click **Submit** to submit this form at bottom of the page.

Returning Users: If you are a returning user, please **verify** your personal and biographical information to authenticate your identity. Click **Submit** to submit this form at bottom of the page. You will only be prompt to verify this page once after you have created an account.

[Home](#) | [Support](#) | [Contact Us](#)Shopping Cart: \$0 | [Sign In](#)

 **WAKE FOREST**
UNIVERSITY



1. **Login or Register**

2. Select Documents

3. Order Details

4. Provide Consent

5. Payment

6. Review Order

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


Information

Red Asterisked Items under the Authentication Details section must match exactly in order to verify your identity within our system. All other items will be used to authenticate your identity. Please complete the entire form. Email Address and Password are required to create an account.

NOTE: If you have already created an account, please login.


NOTE: If you are a current student, please log-on through [WIN](#).

Address Details



First Name: *

Middle Name:



Last Name: *

The form is divided into three main sections: Address, Authentication Details, and Login Details. Red arrows on the left indicate required fields.

Address Section:

- Street Address: *
- Address Line 2:
- City: * (Military Addresses: enter APO, DPO, or FPO)
- State/Province: *
- Post/Zip Code: *
- Country: *
- Telephone: * (eg. 555-555-5555)

Authentication Details Section:

- Date of Birth: *
- Year Graduated or Year Last Attended: *
- Degree Received or Degree Sought: *
- Name While Attending:
 - Title:
 - First Name:
 - Middle Name:
 - Last Name:
 - Suffix:
- Dates Attended: to *
- Last 4 SSN: * (eg. 1234)
- Student ID: (Your WFU ID Number)

Login Details Section:

- Email Address: *
- Password: *

4. Select Documents Page:

The screenshot shows the 'Select Documents' page of the Wake Forest University transcript request system. At the top is a navigation bar with links: Home, My Account, Order Status, Support, Contact Us, Shopping Cart: \$0, and Sign Out. Below this is a dark banner with the Wake Forest University logo and name. A progress bar below the banner shows six steps: 1. Login or Register, 2. Select Documents (highlighted with a blue arrow), 3. Order Details, 4. Provide Consent, 5. Payment, and 6. Review Order. The main heading asks 'Where would you like your document(s) sent?'. Below this is a search bar with the placeholder text 'Institution Name, Acronym, Location, or Email' and a blue 'SEARCH' button. At the bottom, there is a link that says 'Or Send to Yourself, Another Individual, or Third Party'.

Please start by **selecting where you would like your transcript to be sent**. You can **search** or you can **manually enter in the destination**.

Keep in mind the transcript option product types (**Each transcript option will cost \$2.75 per request**):

- **E-Transcript (Fastest):** You can choose to search where you would like to have your transcript sent electronically or you can enter the email address of the destination.
- **Paper Transcript Mailed:** Please enter the mailing address information of where you would like to have your transcript sent. You can also indicate whether you would like to have your transcript sent now, held for grades or held for your degree to be posted. The only option for express mailing will be FedEx, at an additional charge. Please visit the FAQ section at the bottom of this manual for additional information.
- **Paper Transcript Pick-up:** Please enter the recipient name under who should pick up your transcript, whether it is you or someone else. You can

also indicate whether you want your order processed now, held for grades or held for your degree to be posted.

Example 1: Send a transcript to an institution or nonresidential location using the search option (e.g. Boston University)


1) Type in the institution or nonresidential location. Then click on **Search**.

The screenshot displays the Wake Forest University website's transcript request process. At the top, a navigation bar includes links for Home, My Account, Order Status, Support, Contact Us, Shopping Cart: \$0, and Sign Out. Below this is the Wake Forest University logo. A progress bar shows six steps: 1. Login or Register, 2. Select Documents (highlighted with a blue arrow), 3. Order Details, 4. Provide Consent, 5. Payment, and 6. Review Order. The main heading asks, "Where would you like your document(s) sent?". Below this is a search input field containing "Boston University". A blue button with a magnifying glass icon and the text "SEARCH" is circled in red. Below the button, a link reads "Or Send to Yourself, Another Individual, or Third Party".


2) A list of Boston University affiliated addresses and email addresses will populate.

NOTE: These affiliated addresses and email addresses are standardized and pre-uploaded. PLEASE make sure that the address or email address is the right address you want to send your transcript to. And PLEASE understand that the displayed affiliated address may NOT be the right address you need to send your transcript to. Check where you need to send your transcript to before selecting a destination on the populated list.

Home | My Account | Order Status | Support | Contact Us | Shopping Cart: \$0 | Sign Out

 **WAKE FOREST**
UNIVERSITY

1. Login or Register

 **2. Select Documents**

3. Order Details


4. Provide Consent

5. Payment







6. Review Order

Where would you like your document(s) sent?

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

 **SEARCH**





6 Matches Found:

INSTITUTION	EMAIL	LOCATION	
Boston University	 vowens@bu.edu	Boston, MA, US	SELECT
Boston University Graduate School of Arts and Sciences	 grs@bu.edu	Boston, MA, US	SELECT
The Art Institute of Boston at Lesley University	 lconnor3@lesley.edu	Boston, MA, US	SELECT
Summer Challenge Program, Boston University		Boston, MA, US	SELECT
Boston University Executive MBA	 emba@bu.edu	Boston, MA, US	SELECT
Boston University School of Law		Boston, MA, US	SELECT

Not finding your destination?
You can enter a destination manually by using a physical address or an Email address

ENTER YOUR OWN

- 3) To check the Boston University address, click on the **Information Icon** .







INSTITUTION	
Boston University	
Boston University Graduate School of Arts and Sciences	
The Art Institute of Boston at Lesley University	
Summer Challenge Program, Boston University	

Boston University

Address	121 Bay State Road Boston, MA 02215 US
Contact Name	Office of Undergraduate Admissions
Email	vowens@bu.edu
Phone	6173532300

lconnor3@lesley.edu	Boston, MA, US	SELECT
	Boston, MA, US	SELECT

- 4) If the address is correct, click on **Select**. If none of the populated addresses are correct, **please skip to Example 2 to enter in the address**.

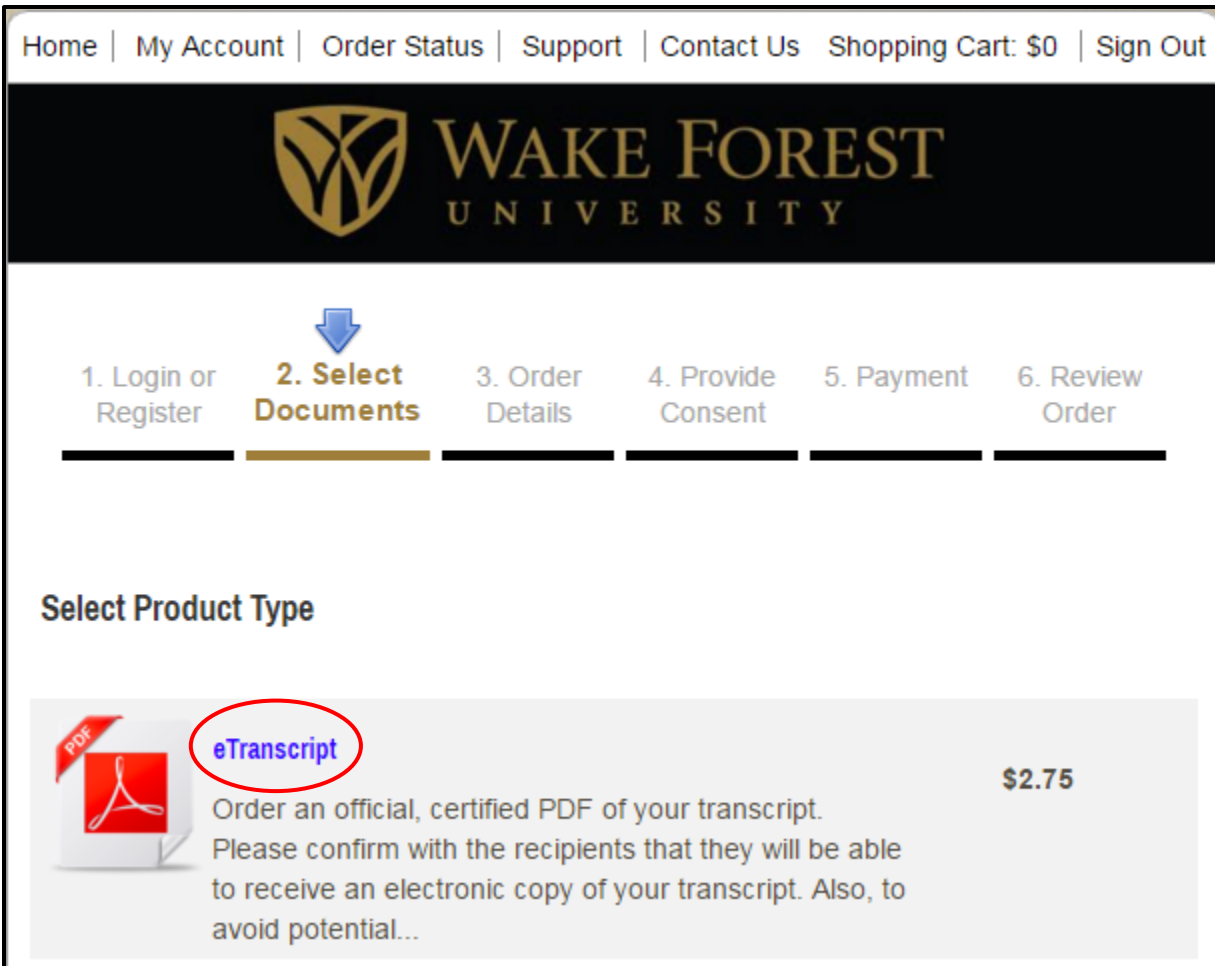
INSTITUTION	EMAIL	LOCATION	
Boston University	 vowens@bu.edu	Boston, MA, US	SELECT
Boston University Graduate School of Arts and Sciences	 grs@bu.edu	Boston, MA, US	SELECT
The Art Institute of Boston at Lesley University	 lconnor3@lesley.edu	Boston, MA, US	SELECT
Summer Challenge Program, Boston University		Boston, MA, US	SELECT
Boston University Executive MBA	 emba@bu.edu	Boston, MA, US	SELECT
Boston University School of Law		Boston, MA, US	SELECT

Not finding your destination?

You can enter a destination manually by using a physical address or an Email address

ENTER YOUR OWN

- 5) Select how you want to send your transcript by **clicking on the product** (e.g. e-Transcript). If you need to mail a paper copy of your transcript, please continue with e-Transcript and the following Order Detail page will give you the option to mail your transcript.



Example 2: Send a transcript to an institution, nonresidential location, yourself, another individual or third party using the Enter Your Own option (e.g. Another Individual)

- 1) There are many different reasons why you would enter in an address for your transcript destination:
 - If what you entered in the search option on the Select Document page does not give you an address or the correct address.
 - If you need to send your transcript to an institution or nonresidential location that is not well known to the general population.
 - If you need to send your transcript to yourself or another individual.

If one of these reasons pertains to you, please use the **Enter Your Own** option.

- 2) There are two ways to enter in an address: you can click on **Send to Yourself, Another Individual, or Third Party** or **Enter Your Own** after executing the **Search** option.

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

Where would you like your document(s) sent?

Wake Forest University

SEARCH

Or Send to Yourself, Another Individual, or Third Party

INSTITUTION	EMAIL	LOCATION	
Boston University	vowens@bu.edu	Boston, MA, US	SELECT
Boston University Graduate School of Arts and Sciences	grs@bu.edu	Boston, MA, US	SELECT
The Art Institute of Boston at Lesley University	lconnor3@lesley.edu	Boston, MA, US	SELECT
Summer Challenge Program, Boston University		Boston, MA, US	SELECT
Boston University Executive MBA	emba@bu.edu	Boston, MA, US	SELECT
Boston University School of Law		Boston, MA, US	SELECT


Not finding your destination?


You can enter a destination manually by using a physical address or an Email address

ENTER YOUR OWN

- 3) Select how you want to send your transcript by **clicking on the product** (e.g. e-Transcript) and you will enter in the necessary information in the Order Detail page.

[Home](#) | [My Account](#) | [Order Status](#) | [Support](#) | [Contact Us](#) | [Shopping Cart: \\$0](#) | [Sign Out](#)

**WAKE FOREST**
UNIVERSITY


2. Select Documents

1. Login or Register


3. Order Details


4. Provide Consent


5. Payment

6. Review Order

Select Product Type

**eTranscript**
Order an official, certified PDF of your transcript. Please confirm with the recipients that they will be able to receive an electronic copy of your transcript. Also, to avoid potential...
\$2.75


**Paper Transcript - Mailed**
Order an official paper copy of your transcript. Orders are generally processed within a few business days (Allow additional processing time for high volume periods). NOTES: Transcripts will not be...
\$2.75

**Paper Transcript - Pickup**
Order an official paper copy of your transcript. Orders are generally processed within a few business days (Allow additional processing time for high volume periods). NOTES: Transcripts will not be...
\$2.75

5. Order Detail Page:

On this Order Detail page please **check your order carefully**. Here, you can update or edit your shopping cart, continue shopping within this order if you would like to send another transcript or choose to checkout.

[Home](#) | [My Account](#) | [Order Status](#) | [Support](#) | [Contact Us](#) | [Shopping Cart: \\$0](#) | [Sign Out](#)


WAKE FOREST
 UNIVERSITY

1. Login or Register

2. Select Documents

3. Order Details

4. Provide Consent

5. Payment

6. Review Order

Product Description

Order an official, certified PDF of 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 (noreplyint@parchment.com).

NOTES:

- This is the fastest, most secure, and environmentally friendly method to request your transcript.
- Transcripts will not be processed for those with restrictions or holds placed on their account.
- Students who attended prior to 1986 may experience a delay in processing.

Destination:
 Boston University
 Boston, MA 02215

Document Name:
 eTranscript - \$2.75
[Switch to Mail Delivery](#)

Continue

Order Options

Transcript Level

Complete

Delivery Mode

Electronic

Processing Time ?

Now

Hold for Grades

Hold for Degree

Holds are for current term only

Purpose for Transcript (Optional)

--

Attachment (Optional)

Choose File

No file chosen

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).

Total \$2.75

Add Another Item

Continue

This page will be separated into three sections:

- Product Description
- Destination
- Order Options

Product Description

This section will indicate what **transcript product type** you have selected. Make sure this is how you want to mail your transcript. (e.g. If you chose to mail your transcript through **e-Transcript**)

Product Description



Order an official, certified PDF of 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 (noreplyint@parchment.com).

NOTES:

- This is the fastest, most secure, and environmentally friendly method to request your transcript.
- Transcripts will not be processed for those with restrictions or holds placed on their account.
- **Students who attended prior to 1986 may experience a delay in processing.**

(e.g. If you chose to mail your transcript through **Paper Transcript - Mailed**)

Product Description




Order an official paper copy of your transcript. Orders are generally processed within a few business days (Allow additional processing time for high volume periods).

NOTES:

- Transcripts will not be processed for those with restrictions or holds placed on their account.

(e.g. If you chose to mail your transcript through **Paper Transcript - Pickup**)

Product Description
 Order an official paper copy of your transcript. Orders are generally processed within a few business days (Allow additional processing time for high volume periods).
NOTES:

- Transcripts will not be processed for those with restrictions or holds placed on their account.
- Once processed, transcripts will be available for pick-up on campus.

Destination

This section will indicate where you are sending your transcript.

If the address or email address is pre-populated, it will be displayed here. Make sure this is where you want to mail your transcript. If it is not, please correct the email or physical address.

Note: If you are sending an e-Transcript or picking up a transcript by using the Send to Yourself, Another Individual, or Third Party or Enter Your Own options, please enter the designated email address for your e-Transcript or the designated person for your pickup transcript in the Order Options section.

(e.g. If you chose to mail your transcript through **e-Transcript** to an institution or nonresidential location using the **Search** option)

Destination:	Document Name:
Boston University	eTranscript - \$2.75
Boston, MA 02215	Switch to Mail Delivery
<input type="button" value="Continue"/>	

If this is not how you want your transcript to be sent, you have the option to mail your transcript. Please click on **Switch to Mail Delivery**, then **No, Send by Mail** if you want your transcript to be mailed.

Destination: Boston University Boston, MA 02215 <input type="button" value="Continue"/>	Document Name: eTranscript - \$2.75 Switch to Mail Delivery
---	---

Your selected Institution prefers to receive Electronically. Would you like to continue sending in their preferred method?



You will be redirected to **select another product type**. Once you select a product type, you will be directed to the previous Order Detail page.

Home | My Account | Order Status | Support | Contact Us | Shopping Cart: \$0 | Sign Out

WAKE FOREST UNIVERSITY


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


Select Product Type

	Paper Transcript - Mailed Order an official paper copy of your transcript. Orders are generally processed within a few business days (Allow additional processing time for high volume periods). NOTES: Transcripts will not be...	\$2.75
	Paper Transcript - Pickup Order an official paper copy of your transcript. Orders are generally processed within a few business days (Allow additional processing time for high volume periods). NOTES: Transcripts will not be...	\$2.75

(e.g. If you chose to mail your transcript through **Paper Transcript - Mailed**)


Address


 Mailing Name: *
(Institution, Building, Person, etc.)


 Mailing Address 1: *
(Extra information use Mailing Address 2 and 3)


Mailing Address 2:

Mailing Address 3:

 Mailing City: *
**(Military Addresses: enter APO, DPO, or FPO)*

 Mailing Postal Code: * ⓘ

 Mailing Country: *

 Mailing State: * ⓘ

Order Options

This section will give you several transcript options. Note that these options are automatically selected. Please review the options and make changes when it is needed.

You will have the options to select when you want your transcript to be processed (i.e. now, hold for grades or hold for degree), attach a document to your transcript if needed and send another transcript by clicking on **Add Another Item** or continue to payment by clicking on **Continue** at the bottom of the page.

A recipient name and email address may be required depending on where you are sending your transcript. Please enter in the recipient name and email address if needed.

(e.g. If you chose to mail your transcript through **e-Transcript** to an institution or nonresidential location using the **Search** option)

Order Options

Transcript Level

Complete

Delivery Mode

Electronic

Processing Time ?

Now

Hold for Grades

Hold for Degree

Holds are for current term only

Purpose for Transcript (Optional)

--

Attachment (Optional)

Choose File

No file chosen

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).

Add Another Item

Total \$2.75

Continue

(e.g. If you chose to mail your transcript through **e-Transcript** to yourself or a third party using the **Send to Yourself, Another Individual, or Third Party or Enter Your Own** options)

Order Options

Transcript Level

Complete

Delivery Mode

Electronic

Processing Time ?

Now

Hold for Grades

Hold for Degree

Holds are for current term only

Recipient Name*

* Required

Email Address*

Enter the recipient's email address for delivery

Attachment (Optional)

Choose File

No file chosen

Upload supporting document

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).

Add Another Item

Continue

(e.g. If you chose to mail your transcript through **Paper Transcript - Mailed**)

Order Options

Transcript Level

Complete

Processing Time ?

Now

Hold for Grades

Hold for Degree

Holds are for current term only

Mailing Method

Standard (USPS)

Attachment (Optional)

Choose File

No file chosen

Upload supporting document

Purpose for Transcript (Optional)

--

Quantity:

1

*(Max: 10)


Add Another Item

Continue


(e.g. If you chose to mail your transcript through **Paper Transcript - Pickup**)


Order Options

Transcript Level **Complete**


Processing Time  **Now** **Hold for Grades** **Hold for Degree**
Holds are for current term only

Mailing Method **Pick-up**

 Recipient Name*
* Required

 Attachment (Optional) No file chosen
Upload supporting document








Purpose for Transcript (Optional)

 Quantity: * (Max: 10)

Once you click **Continue**, review your shopping cart. Make sure the product type, delivery mode, processing time and the destination of your transcript are correct. If not, please update your shopping cart. If everything is correct, click **Checkout**.

Your Shopping Cart Contents

Total Items: 1 Amount: \$2.75

Qty.	Document Name	Unit	Total	
 1	 eTranscript	\$2.75	\$2.75	<input type="button" value="Remove"/>
<p> Transcript Level - Complete</p> <p> Delivery Mode - Electronic</p> <p> Processing Time - Now</p> <p> Document Date - 02/16/2016 8:16:12</p> <p> Send To - Boston University</p>				
Sub-Total: \$2.75				

6. Provided Consent Page:

If you are a user that does not have access to WIN, you will need to provide consent. This now takes the place of your signature, please read over the information and sign off using the check box. If you still have access to WIN you have already provided consent by logging into the website with your username and password.

The screenshot shows the '4. Provide Consent' step of a six-step process. The header includes navigation links (Home, My Account, Order Status, Support, Contact Us), a shopping cart (\$2.75), and a sign out link. The Wake Forest University logo is prominently displayed. Below the step indicators, the page title is 'Consent form to release academic records'. The main content area is titled 'FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT OF 1974 (FERPA)' and contains a detailed explanation of the act. A red arrow points to the 'I ACCEPT' checkbox, and a red circle highlights the 'Next' button at the bottom right.

Home | My Account | Order Status | Support | Contact Us | Shopping Cart: \$2.75 | Sign Out

WAKE FOREST UNIVERSITY

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

Consent form to release academic records

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT OF 1974 (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. FERPA dictates that University staff members may not share any information, other than directory information, with anyone outside of the University system. This includes, but is not limited to, information about grades, disciplinary history and action, health concerns, and the balance in your accounts. Schools may disclose, without consent, "directory" information such as a students name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. Exceptions to this Act are allowed in life-threatening situations. University administrators within the University system may share information about students and residents on a need-to-know basis.

By checking the box below, you represent that you are the student requesting to release your own educational records, and you are providing consent to release your educational records. In compliance with the Family Education Rights and Privacy Act of 1974, all transcript requests **MUST BE MADE BY THE STUDENT**; no requests can or will be accepted from a third party (including parents). It is the responsibility of the student to assist in their own privacy protection by not allowing access of their educational records to others, including the release of their university personal identification numbers, Student ID or SSN, computer login usernames and passwords, etc.

Please visit the [U.S. Department of Educations website](#) for further information regarding FERPA

☐ I ACCEPT

Next

7. Payment Page:




We accept Visa, MasterCard and Discover as valid methods of payment. Please enter all required information to process your payment and release your transcript. And please be sure to review your billing address information.

Home | My Account | Order Status | Support | Contact Us | Shopping Cart: \$2.75 | Sign Out

WAKE FOREST UNIVERSITY

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

Payment Method

We accept:   

Card Owner's Name:

Test Card Number:

Expiration Date:

CVV Number ([More Info](#))

Note: When payment is made with a credit card, the order will appear as "Parchment" on the credit card statement.

Billing Address:

First Name: *

Last Name: *

Street Address: *

Address Line 2:

City: * (Military Addresses: enter APO, DPO, or FPO)

State/Province: Please select ... *


Post/Zip Code: *

Country: United States *

8. Review Order Page:

Please review your order before you hit **Confirm**

[Home](#) | [My Account](#) | [Order Status](#) | [Support](#) | [Contact Us](#) | Shopping Cart: \$2.75 | [Sign Out](#)


WAKE FOREST
UNIVERSITY

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

Information

Please review this page carefully. You will not be able to make changes once it is confirmed.

Your account will be charged now even if have chosen the option to hold for degree or grades.

Confirm Your Billing Info:

Test Credit Card: Visa

Card Owner's Name: John Smith [Edit Payment Information](#)

Test Card Number: 4111XXXXXXXX1111

Expiration Date: January, 2025

CVV Number ([More Info](#)) 111

Billing Address: (*Must match the address associated with your credit card)

John Smith
1834 Wake Forest Dr
Winston Salem, NC 27109
United States [Edit Billing Address](#)

Confirm Your Document Request:

Document Name	Qty.	Unit Price	Total
eTranscript	1	\$2.75	\$2.75
Transcript Level - Complete			
Delivery Mode - Electronic			
Processing Time - Now			
Document Date - 02/16/2016 8:16:12			
Send To - Boston University			

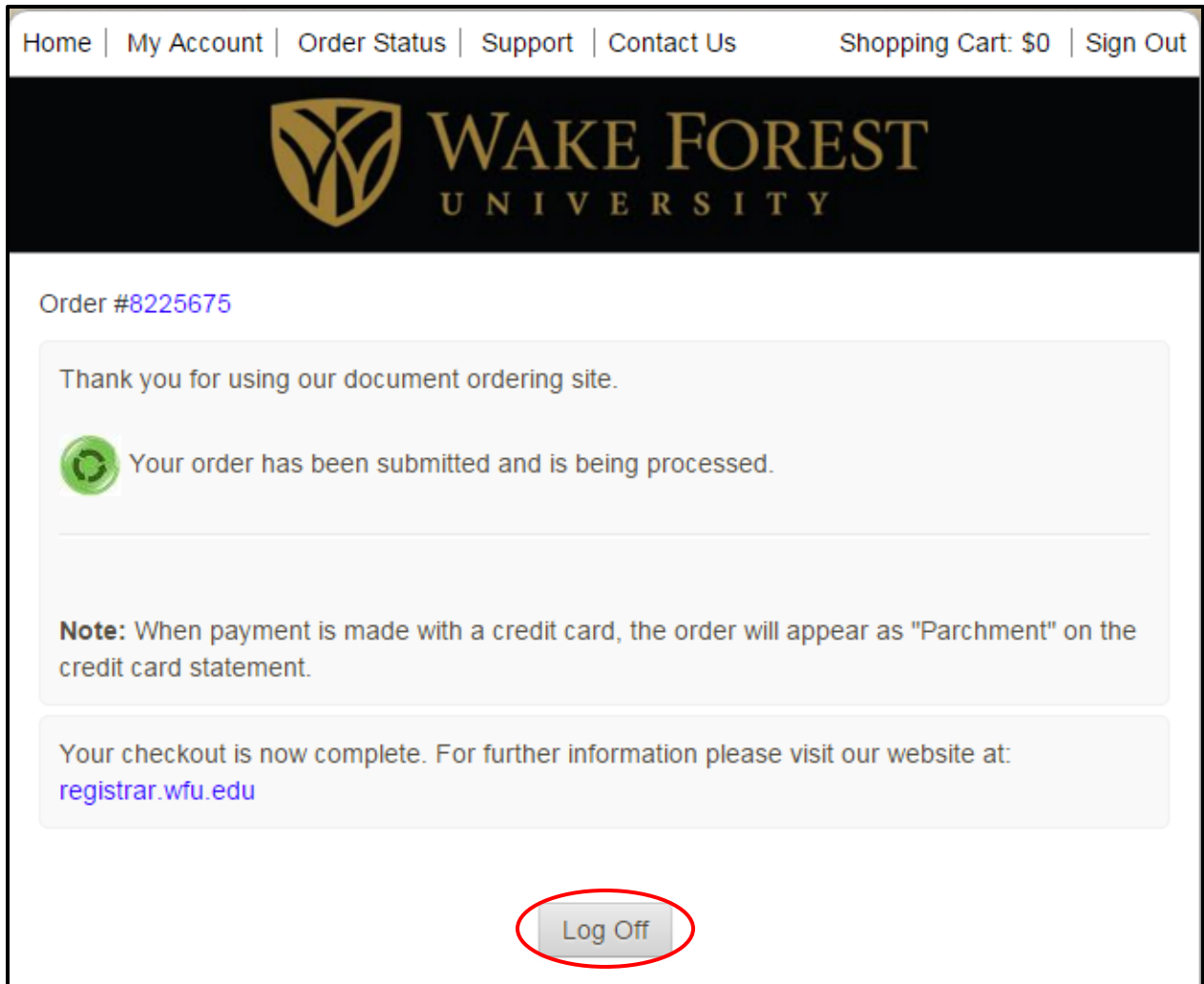
Sub-Total: \$2.75

Total: \$2.75

Note - If the email address of the recipient is a member of the Parchment Exchange network, Parchment will deliver to their Parchment Receive inbox instead of their email address, according to their preference.

[Back](#)
[Confirm](#)

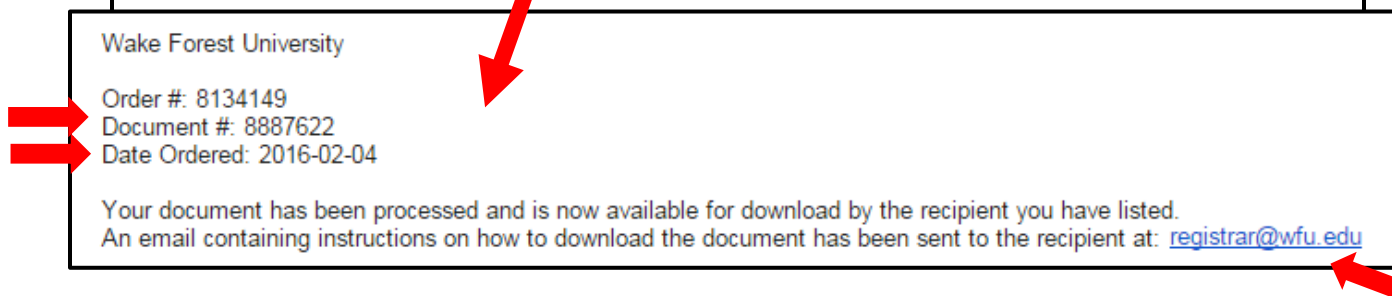
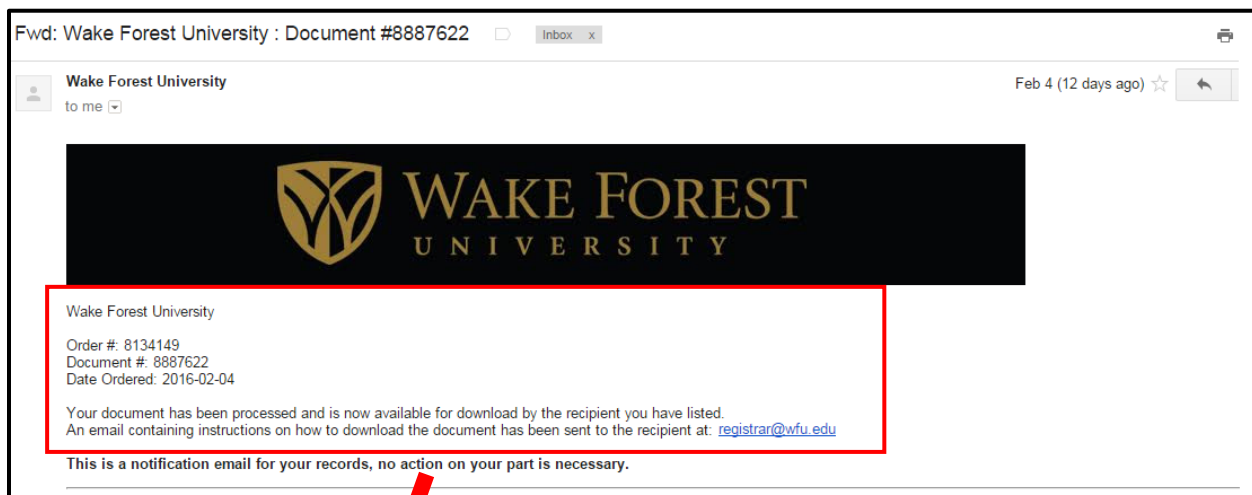
Once you confirm your order, you will get a confirmation page. Please make sure you keep a record of your **order number** in the upper left hand corner. If you have any issues regarding your transcript order, the Office of the University Registrar will ask you for this number.



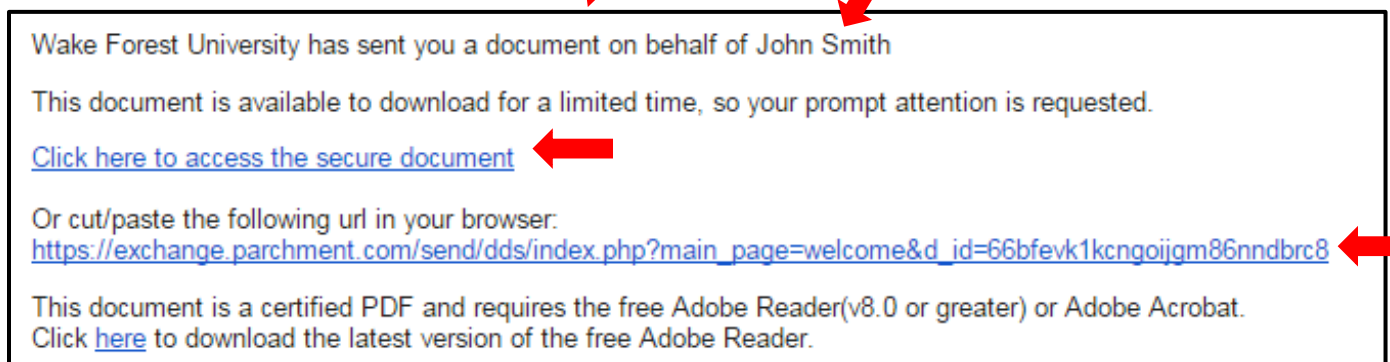
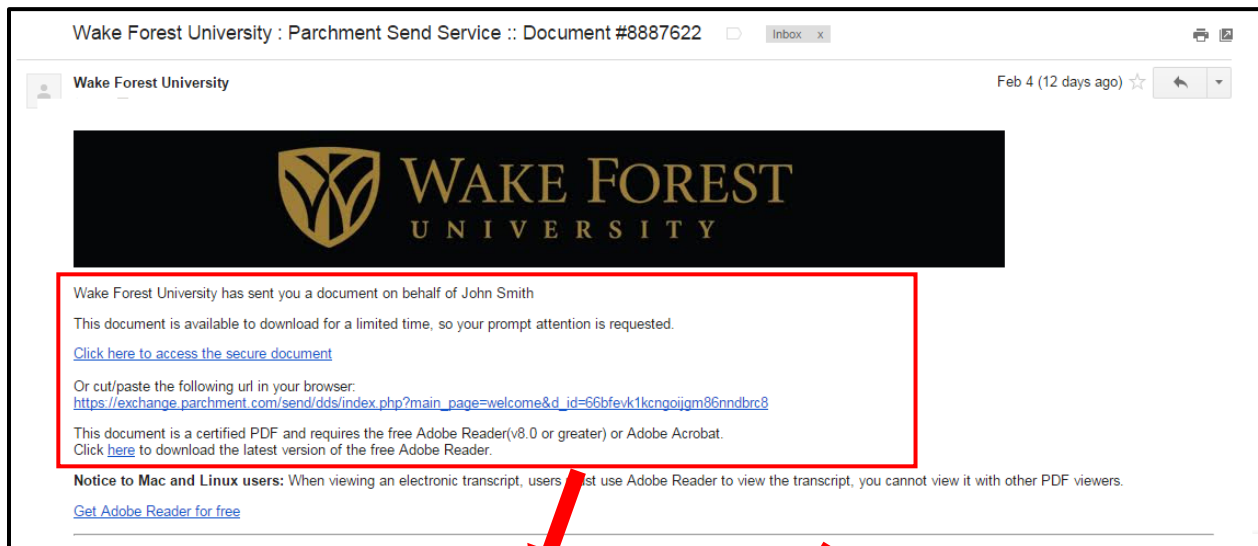
Confirmation Email

Release Transcript Email

When you order an e-transcript, you will receive a confirmation email with your order number, document number and a destination address for your e-Transcript.



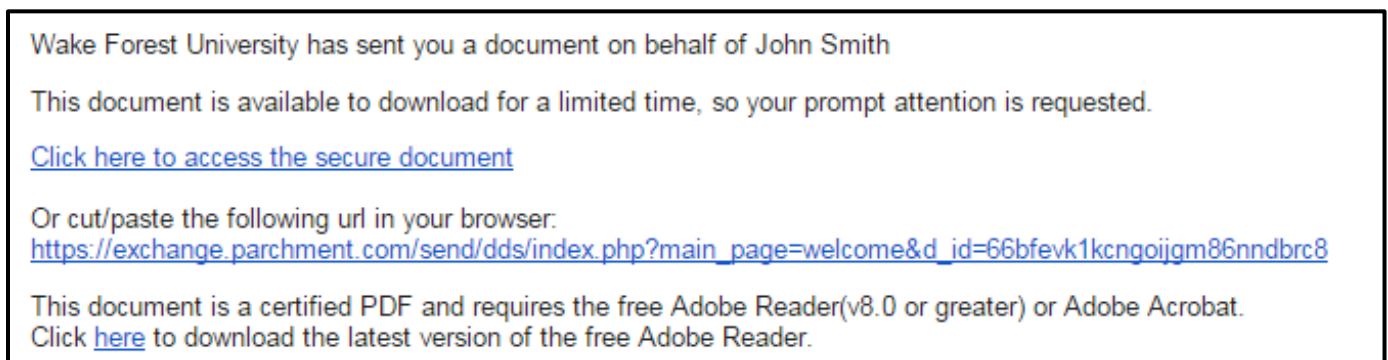
Recipient Transcript Email



How to Access an e-Transcript from an Email

If you, the recipient, have received a recipient transcript email, similar to the one above, please follow the instructions below:


- 1) Make sure you have the latest version of Adobe Reader version 8.0 or greater (it is best to use version 9.0 or greater). If you do not have Adobe Reader or do not have the latest version, please click on the link in the email to install the program.




- 2) Once Adobe Reader has been installed, please click on **Click here to access the secure document** link. If for some reason there is a problem with the link, please click on the hyperlink below.

Wake Forest University has sent you a document on behalf of John Smith

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- 3) Once you have opened the link, a Request Passcode page will appear. Here you will need to obtain a passcode to access the secure transcript. Click **Next** to obtain this passcode.

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Step 2:
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Step 3:
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Step 1: Request Passcode

The document being delivered is secure and therefore requires a passcode to access.
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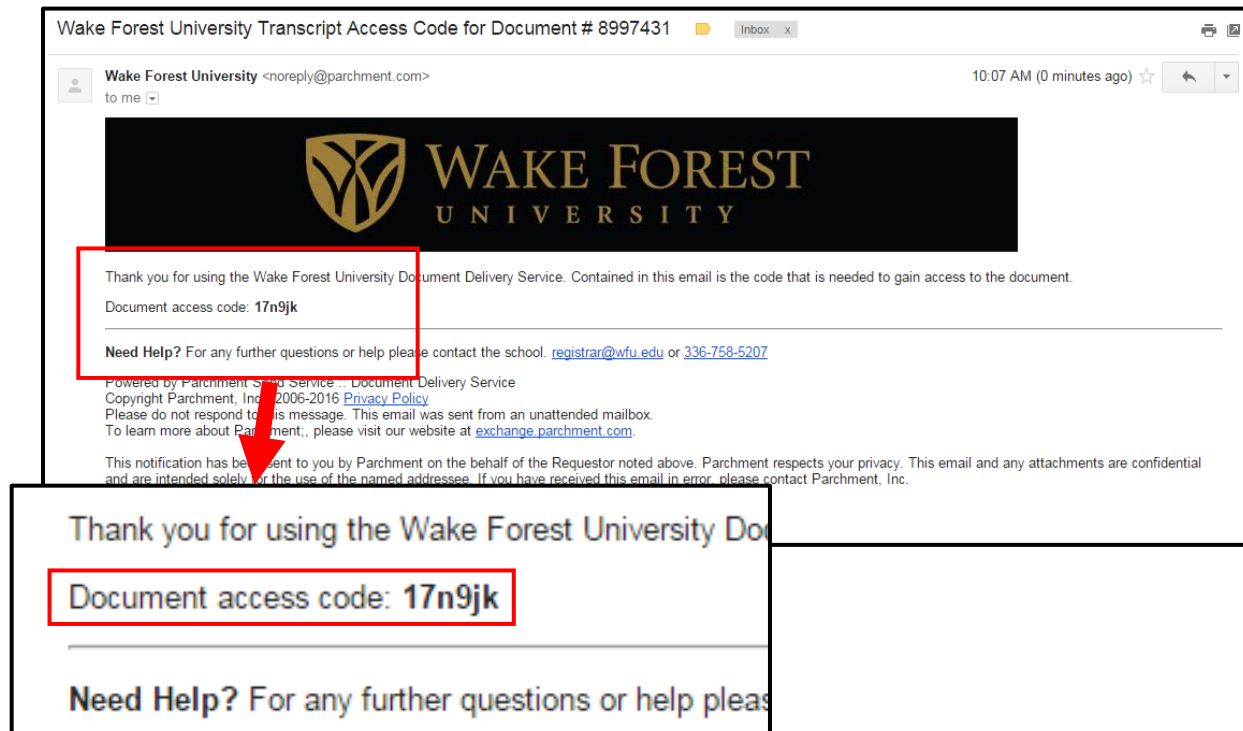
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For any further questions or help please contact the school. registrar@wfu.edu, 336-758-5207.

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4) Please check your email (spam and junk mail) for the passcode.




Once you have obtained the passcode, copy and paste in the field below and click **Next**.

The image shows a screenshot of the Wake Forest University document delivery service web interface. The page has a header with the Wake Forest University logo and the text "WAKE FOREST UNIVERSITY". Below the header, there is a progress bar with three steps: "Step 1: Request Passcode", "Step 2: Enter Passcode" (which is highlighted with a blue arrow), and "Step 3: Download". Below the progress bar, the text "Step 2: Enter Passcode" is displayed. A message states: "An email containing the passcode was sent to: bostonuniversity@bu.edu. Please enter the passcode value from the email. Note: If the email doesn't appear in your inbox, please check your spam/junk box." Below this message, there is a text input field labeled "Passcode:". A red box highlights this input field. To the right of the input field, there is a "Next" button, which is also highlighted with a red circle. At the bottom of the page, there is a footer with the text: "For any further questions or help please contact the school. registrar@wfu.edu, 336-758-5207." and "Copyright © 2016 Parchment Inc. All Rights Reserved 02".

- 5) Please click on **Download** to download the transcript. An Adobe Reader window should appear to view the document.


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Step 1: Request Passcode Step 2: Enter Passcode **Step 3: Download**


Step 3: Download

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Wake Forest University
Office of the University Registrar
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Winston-Salem, NC 27109
Phone: 336-758-5207
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Wake Forest University Official Transcript
Statement of Authenticity

Third Party Recipients

Electronic Transcript Information for Third-Party Recipients

Wake Forest University sends official transcripts in an electronic pdf format. These transcripts are considered official documents and can be validated through the digital signature and certification by Wake Forest.

The first step when receiving a secure document from Wake Forest University is to open the original email and click on the link. This will open up a wizard in your browser which will enable you to send yourself a pass code in a separate email by clicking on the “Next” button in step one of the wizard. Once you receive the pass code in a separate email you can enter the pass code into the pass code box in step two of the wizard in your web browser. This will allow you to download the digitally signed electronic pdf.

A document that contains a digital signature can be instantly validated, and when valid displays a blue ribbon on the notification bar across the top of the Adobe Reader. On older versions of the Adobe Reader, the blue ribbon will be displayed on a pop-up screen and in the lower left corner of the frame of the application. The blue ribbon symbol is your assurance that the digital signature is valid, authentic, and the contents of the document have not been altered.

How to Authenticate Electronic Official Transcript

All official electronic transcripts from Wake Forest University have been digitally signed and therefore contain special characteristics. When the document is viewed through Adobe Reader versions 9.0 or higher or through Adobe Acrobat versions 9.0 or higher, it will reveal that a digital signature has been applied to the document. Adobe Reader version 9 and Acrobat version 9 and higher use a blue ribbon across the top of the document to indicate document authenticity and validity. Attention Mac users: When viewing an official electronic transcript from Wake the software utilizes Adobe’s secure certified PDF technology and therefore may only be viewed using the free Adobe Reader or Adobe Acrobat. The default Mac preview application will not display the document correctly.

Document Validity

Valid Signature

The document’s contents have not been changed or altered in any way. Also, when the pop-up screen/blue ribbon displays a message that the digital signature is valid it means that the author of the document is known to the certification authority and the person or institution represented by the digital signature is true and authentic.



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Invalid Signature

The digital signature is not authentic, or the document has been altered. Sometimes the digital signature has been revoked for some reason, or that it has expired. A document with an invalid display should be rejected.



Author Unknown

There are two possible meanings: the digital signature cannot be validated due to a disconnection to the internet, or the digital signature cannot be instantly validated via the internet. If this message is received make sure there is proper connection to the internet. If there is connection and the digital signature cannot be validated, reject this document.



Note on Pop-up Screens

To activate the pop-up screens in either Adobe Reader or Adobe Acrobat to view the status a document that has a digital signature (described above) open the application first, then open the document. Sometimes browsers will trigger Adobe Reader or Adobe Acrobat as a helper application, failing to activate the application's full functionality.

Transcript Request FAQs

How do I order my transcript?

Current and former students will order electronic or paper transcripts anytime by following the transcript link on the University Registrar web page <http://registrar.wfu.edu/transcript/>. The University has partnered with Parchment for the online ordering of all transcripts and the delivery of all electronic-transcripts (official certified pdf).

What is the charge for a transcript?

Transcripts are \$2.75 per copy. Additional fees apply for express delivery of paper transcripts.

What forms of payment are accepted for a transcript?

At the payment stage in placing your online order, a credit or debit cards will be required in order to process your transcript request. The card is charged only after the order is complete.

Can I attach a required form/document to a transcript order?

You will have an option to upload the required form(s) that must be attached to your official transcript as part of your order process.

What is an electronic transcript?

An electronic transcript (e-transcript) is an official certified pdf document securely delivered electronically to the email address of the recipient you designate.

When I order an e-transcript will I be notified when it is sent?

Order updates are sent to your email address at each step in the ordering and delivery process. You will also receive notification when the recipient opens your e-transcript.

Can I have an e-transcript sent to myself?

Yes, e-transcripts can be sent to anyone with an email address. The e-transcript can be opened during the 30 day period starting at delivery.

What is the processing and delivery time for official transcripts?

E-transcripts are normally delivered within an hour of the order being completed. If there is a problem, you will be notified by email. Paper transcripts will normally be processed within one business day of the order (24 hours) being placed.

Can I send my official transcript to more than one destination?

Yes. As you make your request online and after you have selected the first destination for your transcript, select "Save and Add Another."

I have a transcript hold on my record. Can I request my official transcript?

You will be able to request an official transcript with a hold on your record, but the transcript will not be sent until the hold has been resolved to the satisfaction of the holding department/office.

If I request "Hold for Grades" on my transcript order, what will happen?

We will not send your transcript until after the faculty grade reporting deadline. See the current Academic Services Calendar (<http://registrar.wfu.edu/calendars/>) for grade reporting dates.

If I request "Hold for Degree" on my transcript order, what will happen?

We will not send your transcript until after your earned degree has been added to your academic record. This is always after your degree has been conferred. See the current Academic Services Calendar (<http://registrar.wfu.edu/calendars/>) for the degree posting dates.