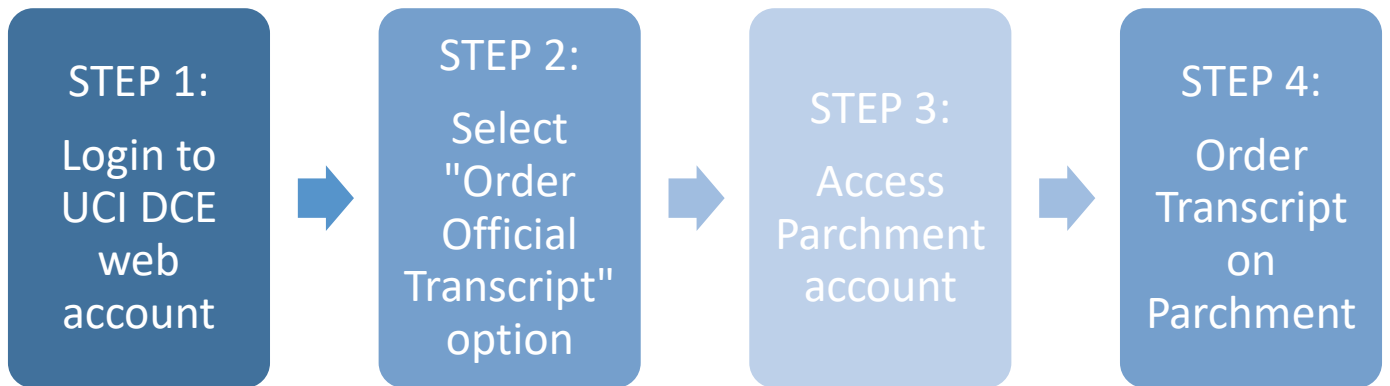


# Ordering Official Transcripts

We have partnered with **Parchment** to provide online transcript ordering for electronic and paper transcripts.

## STEPS to Ordering Transcripts



### STEP 1: Login to UCI DCE web account

Login to your UC Irvine DCE online account on the UCI DCE website: <https://ce.uci.edu/courses/secure/login>

### STEP 2: Select "Order Official Transcript" option

Under your MY ACCOUNT, select "**Order Official Transcript**" option

#### My Account

[Account Home](#)

[My Cart](#)

[My Courses](#)

[Update Profile](#)

[Change Password](#)

[View Schedule](#)

[View Statement/Receipt](#)

[Drop Course\(s\)](#)

[Change Grade Option](#)

[Declaration of Candidacy/  
Specialized Studies](#)

[Request for Certificate](#)

[Order Your Duplicate Certificate](#)

[View Unofficial Transcript/Grade  
Cards](#)

[Order Official Transcripts](#)

[Order Verification of Enrollment](#)

[Download IRS Form 1098-T](#)

[Upload Documents](#)

[Logout](#)

### STEP 3: Access Parchment Account

To access the Parchment website, you will be directed to the "Order Official Transcript" information page. Review the information page and if you have: 1) Verified your grades 2) Verified the Recipient, click on the "**Next**" button.

Once you click the next button, a pop-up screen will appear to notify that you will be leaving the UCI DCE website. Please click “**Continue to Parchment**”.

## Order Official Transcripts

### Before Ordering Official DCE Transcripts

**Verify Your Grades**

- Only graded courses will be included. Non-credit and in-progress courses will NOT be included.
- There is an option on the Parchment order page to place your request on HOLD when waiting on grades or award to be posted.
- Instructors are asked to submit grades 12 days after the course ends. Certificates are processed 1-2 weeks after final grades are submitted.
- [View Unofficial Transcript/Grade Cards](#)

**Verify Recipient**

- When requesting electronic transcripts:
  - Do not send the transcript to yourself since forwarded transcripts are unofficial.
  - Confirm the email address of recipient is correct.
- When requesting mailed transcripts:
  - Please note there is an additional charge for mailed transcripts.
  - Expedited/Overnight delivery is also available for an additional cost.

### New To Parchment?

#### Creating a Parchment Account for New Users

If this is your first-time ordering transcripts with Parchment:

- You will be asked to agree to Terms and Privacy for the Parchment website.
- You will be asked to create a Parchment account. Please choose the “New Learner Account” option.

*If you already have a Parchment account, please login to Parchment using your Parchment login email and password.*



#### NOTICE: You Are Leaving Our Website

The University of Irvine, Division of Continuing Education has appointed Parchment Inc. as the designated agent for processing and sending official electronic transcripts on behalf of UCI Division of Continuing Education.

Please read the following disclaimer and click “Continue” to continue on to the Parchment website. By clicking continue you agree that:

- You are leaving the UCI Division of Continuing Education website.
- Although UCI Division of Continuing Education has approved this as a reliable partner site, please be advised that you will no longer be subject to, or under the protection of, the privacy and security policies of UCI Division of Continuing Education’s website.
- We encourage you to read and evaluate the privacy and security policies on the site you are entering, which may be different from those of UCI Division of Continuing Education’s.



# For First Time Users: Creating a New User Account on Parchment



## Terms and Privacy

### Terms of Use and Service Agreement

By signing up you agree to the Parchment [terms of use](#) and [service agreement](#).

Yes, I agree to the terms of user and service agreement.

No, I do not agree to these terms or service agreement.

**Next**

## Learner Account



# University Of California - Irvine DCE (Extension)

510 E. Peltason Drive, Suite 4200, Irvine, CA, 92697-5700, US

### A MESSAGE FROM UNIVERSITY OF CALIFORNIA - IRVINE DCE (EXTENSION)

Thank you for using Parchment to order your UC Irvine Division of Continuing Education (Extension) transcripts and claim/view Certified Digital Certificates.

### START HERE - ENTER YOUR EMAIL ADDRESS

**Continue**

All items marked with a red asterisk are required

By signing up you agree to the Parchment [terms of use](#) and [privacy policy](#).

## New Learner Account



# University Of California - Irvine DCE (Extension)

510 E. Peltason Drive, Suite 4200, Irvine, CA, 92697-5700, US

### ENTER YOUR PERSONAL INFORMATION

[Forgot your password?](#)

* First Name	Last Name	* Email
✓	✓	✓
* Highest Level Of Education		

### ENTER YOUR CONTACT INFORMATION

* Cell Phone		
* Country		
* Address 1		
Address 2		
* City	State	* Postal Code

UNABLE TO VALIDATE ADDRESS

### CHOOSE A PASSWORD

* Password	* Retype Password
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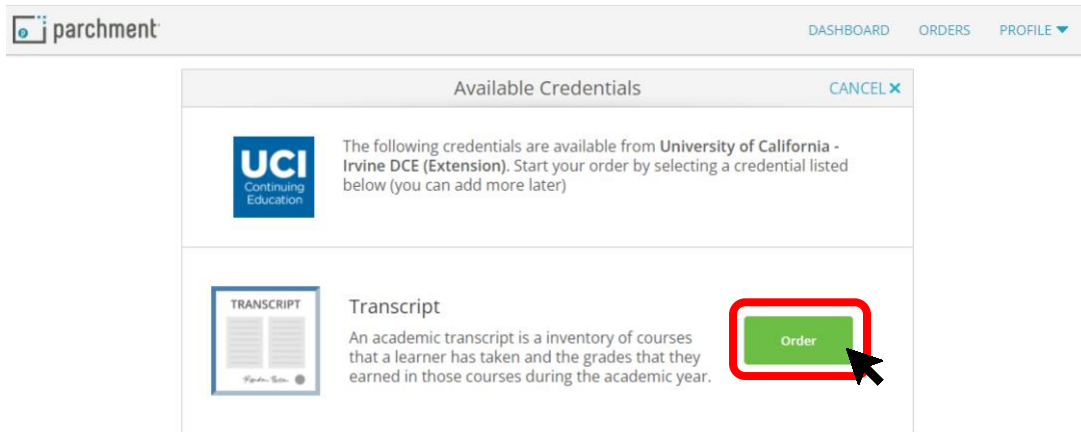
CREATE ACCOUNT & CONTINUE

\* All items marked with a red asterisk are required.

By signing up you agree to the [Parchment terms of use](#) and [privacy policy](#).

## STEP 4: Ordering a Transcript on Parchment

Once you login to Parchment, you will see the option to order your Transcript. Select “Order”.



### Set Delivery Destination

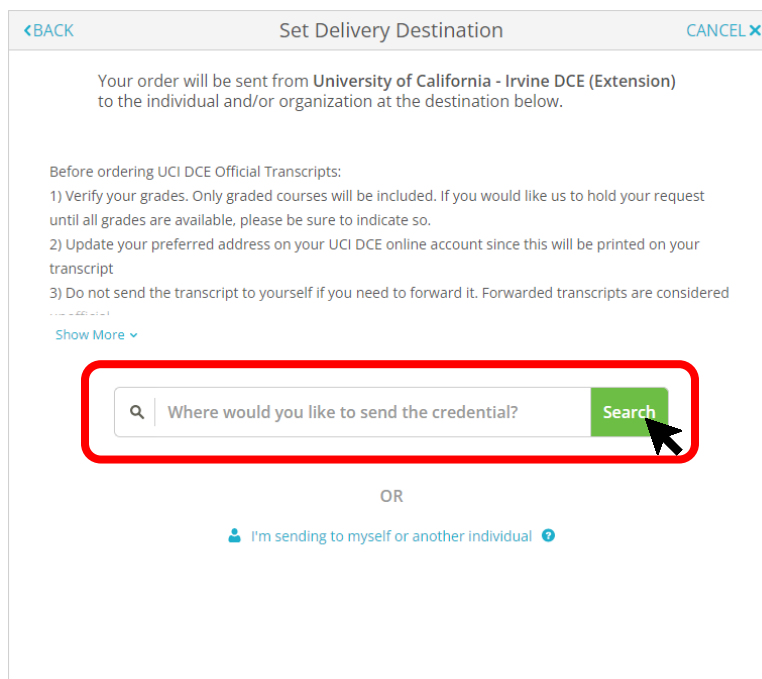
You can choose to send your official transcript to the following destinations:

- School/University/CAS
- Another Individual
- To yourself

You can choose to send the transcript electronically or by mail (at an additional cost).

### *SENDING TO SCHOOL/UNIVERSITY/CAS*

To send directly to a school/university/CAS, in the search box, enter the name of the institution/CAS. If there are not search results for the institution, please double-check with the institution if they receive electronic transcripts through Parchment. All institutions that accept electronic transcripts through Parchment will be listed in the search results.



## SENDING TO ANOTHER INDIVIDUAL

To send your transcript directly to another individual, you will need to have their name and email address ready. To order, click on the “I’m sending to myself or another individual”:

### STEP 1:

<BACK Set Delivery Destination CANCEL X

Your order will be sent from University of California - Irvine DCE (Extension) to the individual and/or organization at the destination below.

Before ordering UCI DCE Official Transcripts:

- 1) Verify your grades. Only graded courses will be included. If you would like us to hold your request until all grades are available, please be sure to indicate so.
- 2) Update your preferred address on your UCI DCE online account since this will be printed on your transcript
- 3) Do not send the transcript to yourself if you need to forward it. Forwarded transcripts are considered

Show More v

Where would you like to send the credential? Search

OR

I'm sending to myself or another individual

<BACK Set Delivery Destination CANCEL X

Your order will be sent from University of California - Irvine DCE (Extension) to the individual and/or organization at the destination below.

Before ordering UCI DCE Official Transcripts:

- 1) Verify your grades. Only graded courses will be included. If you would like us to hold your request until all grades are available, please be sure to indicate so.
- 2) Update your preferred address on your UCI DCE online account since this will be printed on your transcript
- 3) Do not send the transcript to yourself if you need to forward it. Forwarded transcripts are considered

Show More v

Where would you like to send the credential? Search

OR

I'm sending to myself or another individual

I am sending this order to myself

I am sending this order to another individual

### STEP 2:

<BACK Set Delivery Destination CANCEL X

Your order will be sent from University of California - Irvine DCE (Extension) to the individual and/or organization at the destination below. Select a delivery method for your order.

Electronic Delivered By Email

Print & Mailed Printed On Paper & Mailed

RECIPIENT INFORMATION

School Name, Business, Person, or Your Name

Recipient's Email

Retype Email

Continue

## SENDING TO YOURSELF

You may send an electronic or mailed transcript to yourself. Please remember that if you send a transcript to yourself electronically, you cannot forward it as an official document.

[<BACK](#) Set Delivery Destination [CANCEL X](#)

Your order will be sent from University of California - Irvine DCE (Extension) to the individual and/or organization at the destination below.

Before ordering UCI DCE Official Transcripts:

- 1) Verify your grades. Only graded courses will be included. If you would like us to hold your request until all grades are available, please be sure to indicate so.
- 2) Update your preferred address on your UCI DCE online account since this will be printed on your transcript
- 3) Do not send the transcript to yourself if you need to forward it. Forwarded transcripts are considered

[Show More v](#)

Where would you like to send the credential? [Search](#)

OR

I'm sending to myself or another individual ⓘ

[<BACK](#) Set Delivery Destination [CANCEL X](#)

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- 3) Do not send the transcript to yourself if you need to forward it. Forwarded transcripts are considered

[Show More v](#)

Where would you like to send the credential? [Search](#)

OR

I am sending this order to myself

I am sending this order to another individual