Ordering Official Transcripts Directly to the UCI School of Education’s Credential Office

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/login](https://ce.uci.edu/login)

**STEP 2: Select “Transcript/Grade Card” option**
Under your MY ACCOUNT, select the “Transcript/Grade Card” option

**STEP 3: Review Unofficial Transcript then Select “Order Official Transcript”**

**STEP 4: Access Parchment account**

**STEP 5: Order Transcript on Parchment**
STEP 3: Review Unofficial Transcript then Select "Order Official Transcript"
Verify your final grade has been posted and then select “Order Official Transcript”.

STEP 4: 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, select the “Order Official Transcript” button.
A Pop-up screen will appear to notify that you will be leaving the UCI DCE website. Please select the “Continue to Parchment” button.

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

* [Blackacted 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

mrebazalozano@hotmail.com

ENTER YOUR CONTACT INFORMATION

* Cell Phone

* Country

* Address 2

* Postal Code

Unable to validate address

UNABLE TO VALIDATE ADDRESS

CHOOSE A PASSWORD

* Password

* Retype Password

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 5: Ordering a Transcript on Parchment**

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

Set Delivery Destination

Please send transcript directly to the UCI School of Education using the email address: SOECredential@uci.edu.

**CHOOSE SENDING TO ANOTHER INDIVIDUAL**

To order, select the “I’m sending to myself or another individual” option:

**STEP 1:**
STEP 2:

Enter the following information **exactly**:

School Name, Business, Person, or Your Name: **UCI School of Education's Credential Office**
Recipient’s Email: **SOEcredential@uci.edu**
Retype Email: **SOEcredential@uci.edu**

STEP 3: You can choose to “Send Now” or “Hold for Grades”: 
STEP 4: Provide Payment