

ORDERING YOUR OFFICIAL TRANSCRIPTS

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

STEPS TO ORDERING TRANSCRIPTS



TABLE OF CONTENTS

STEP 1: Login to UCI DCE web account	2
STEP 2: Review Unofficial Transcript	2
STEP 3: Access Parchment account	3
For First Time Users: Creating New User Account	4
STEP 4: Order Transcript on Parchment	6
Set Delivery Destination	6
Send to University	6
Send to Individual	7
Send to Yourself	8
Choosing to Send Now or Hold for grades	8
Choosing Legal or Preferred Name	9
Complete the order	9

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>

STEP 2: SELECT “TRANSCRIPT/GRADE CARD” OPTION

Under your MY ACCOUNT, select the “**Transcript/Grade Cards**” option to review your unofficial transcript.

UCI Division of Continuing Education

Programs Courses International Programs Corporate Education OLLI

Student Resources Search Peter

My Account

My Account

Welcome, Peter Anteater (DCE ID# P[REDACTED])

To complete creating your account, please select your Account Email Reset Questions. [Click Here](#)

My Profile	→	My Schedule	→
My Statement/Receipt	→	My DCE Student ID Card	→
My Certificates	→	Transcript/Grade Card	→
My Documents	→	Order Verification of Enrollment	→
Download IRS Form 1098-T	→		

Verify your final grade has been posted then select “**Order Official Transcript**”.

UCI Division of Continuing Education

Programs Courses International Programs Corporate Education OLLI

Student Resources Search Peter

My Account > Transcript/Grade Card

Unofficial Transcript

Courses in progress/awaiting grade from instructor will not appear on official transcripts

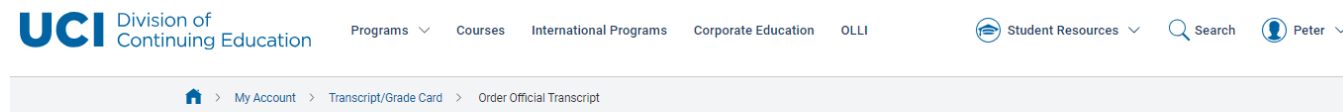
Print Order Official Transcript

Courses Offered for Professional Credit

EDUC X399A Induction	Course Dates 1/9/2023 - 3/17/2023	Grades A	Units 1.5
-------------------------	--------------------------------------	-------------	--------------

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, select the “**Order Official Transcript**” button.



Order Official Transcript

Before Ordering Official DCE Transcripts

Verify Your Grades

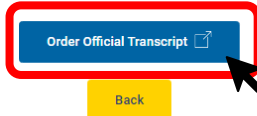
- Only graded courses will be included. Non-credit and in-progress courses will NOT be included.
- There is an option on the Parchment order page to place your request on HOLD when waiting on grades or award to be posted.
- Instructors are asked to submit grades 12 days after the course ends. Certificates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

New to Parchment?

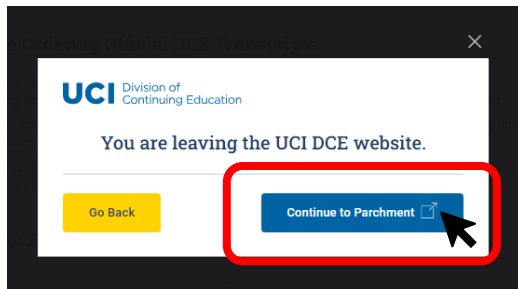
If this is your first-time ordering transcripts with Parchment:

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.



When the pop-up notification appears, simply select the “**Continue to Parchment**” button to proceed to the Parchment website.



FOR FIRST TIME USERS: CREATING A NEW USER ACCOUNT ON PARCHMENT

[COLLEGE TOOLS ▼](#)[SEND A TRANSCRIPT](#)[SIGN UP](#)[SIGN IN](#)

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

mrebazalozano@hotmail.com

* <input type="text"/>	<input type="text"/>	* <input type="text"/>
✓ <input type="text"/>	✓ <input type="text"/>	✓ <input type="text"/>
* Highest Level Of Education <input type="text"/>		

ENTER YOUR CONTACT INFORMATION

* Cell Phone <input type="text"/>		
* Country <input type="text"/>		
* <input type="text"/>		
Address 2 <input type="text"/>		
* <input type="text"/>	<input type="text"/>	* Postal Code <input type="text"/>

UNABLE TO VALIDATE ADDRESS

CHOOSE A PASSWORD

* Password <input type="text"/>	* Retype Password <input type="text"/>
---------------------------------	--

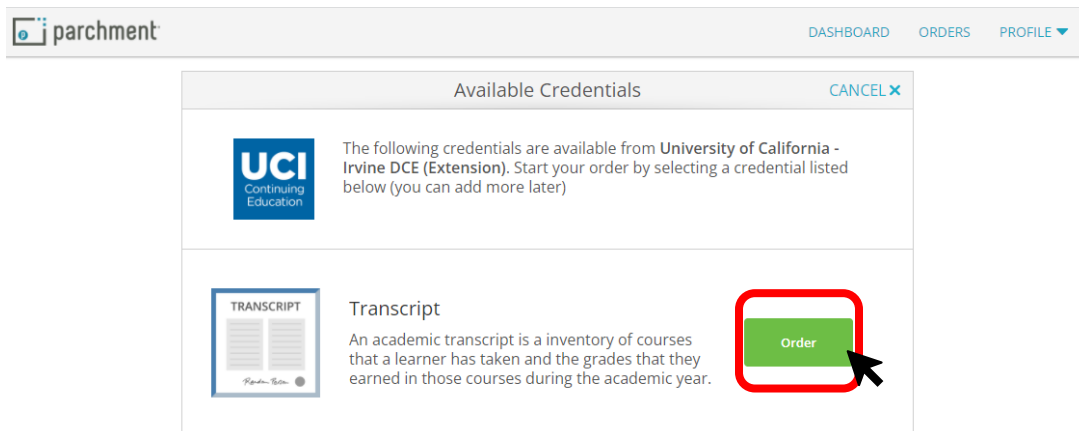
CREATE ACCOUNT & CONTINUE

* 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”.



The screenshot shows the Parchment website interface. At the top, there's a navigation bar with 'parchment' logo, 'DASHBOARD', 'ORDERS', and 'PROFILE' with a dropdown arrow. Below this is a section titled 'Available Credentials' with a 'CANCEL' link. The main content area features the UCI Continuing Education logo and a description: 'The following credentials are available from University of California - Irvine DCE (Extension). Start your order by selecting a credential listed below (you can add more later)'. Below this, there's a 'TRANSCRIPT' icon and a description: 'An academic transcript is a inventory of courses that a learner has taken and the grades that they earned in those courses during the academic year.' A red box highlights the 'Order' button.

SET DELIVERY DESTINATION

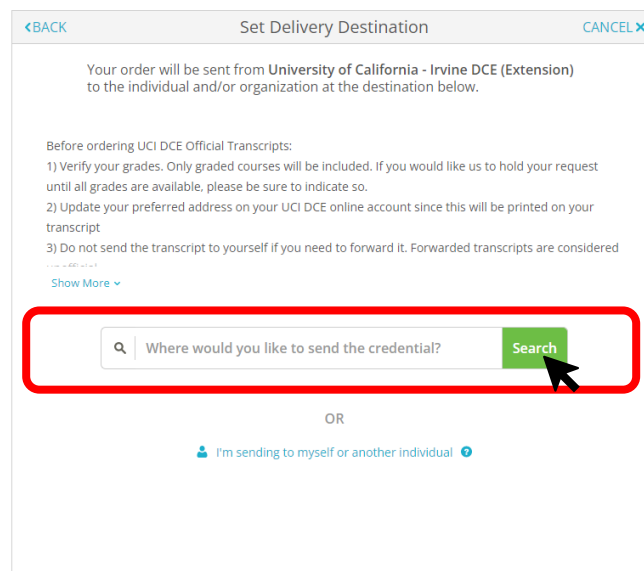
You can choose to send your official transcript to the following destinations:

- 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 no 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.



The screenshot shows the 'Set Delivery Destination' page. At the top, there's a navigation bar with '<BACK', 'Set Delivery Destination', and 'CANCEL'. The main content area has a message: 'Your order will be sent from University of California - Irvine DCE (Extension) to the individual and/or organization at the destination below.' Below this, there's a section titled 'Before ordering UCI DCE Official Transcripts:' with three numbered instructions: 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... There's a 'Show More' link. Below the instructions, there's a search box with the placeholder text 'Where would you like to send the credential?' and a 'Search' button. A red box highlights the search box and the 'Search' button. Below the search box, there's an 'OR' separator and a link: 'I'm sending to myself or another individual'.

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, select 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 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](#)

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 am sending this order to myself

☐ I am sending this order to another individual

CHOOSE TO SEND NOW OR HOLD FOR GRADES

The option is defaulted to send your transcripts now but if you would like us to hold your request until your final grades are posted, please choose the option "Hold for Grades".

NAME INFORMATION: If no preferred name is on file, your legal name will be printed on your document.

★ When do you want this sent?

☒ Send Now

NAME INFORMATION: If no preferred name is on file, your legal name will be printed on your document.

★ When do you want this sent?

☒ Hold for Grades

CHOOSE YOUR PREFERRED NAME OR LEGAL NAME ON TO APPEAR ON YOUR TRANSCRIPT


Students have a choice to display their Preferred/Lived name or their Legal Name on their transcript. If no Preferred/Lived name is on file, your legal name will be printed on your transcript.


To request a Preferred/Lived name on your UCI DCE record, please login to your UCI DCE online account and under your [MY ACCOUNT](#) options, select "Update Profile" and you will find the [form](#) to update your Preferred/Lived name.

COMPLETE THE ORDER

Please review the information below pertaining to the type of consent that is required to complete this order.

Most Recent Signature Consent On File [Clear & Sign Again](#)

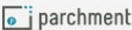


Full name as signed above: 

☒ I consent to the disclosure of the credentials and any provided attachments to the delivery recipient, each as I've selected above, and for the purpose identified by me above.


[CONTINUE](#)


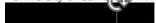
* All items marked with a red asterisk are required to submit this form.


 [DASHBOARD](#) [ORDERS](#) [PROFILE](#)

[← BACK](#) **Order Summary** [CANCEL ×](#)

! Your order has not been placed yet. Please review and complete the order below

Here's your order summary:  [Collapse All](#)

FOR		1	\$20.00	↑
ITEM	Transcript		\$20.00	
FROM	University of California, Irvine - Div of Continuing Education ONLY (formerly Extension)			
TO				

[Add another item for](#) 


Total Credential Fees

\$20.00

Order Total

\$20.00

[CONTINUE](#)



Payment will be collected through Parchment's secure payment gateway upon order completion. Parchment adheres the highest level of PCI compliance and never stores your credit card information. You will redirect to a secure payment screen.

Parchment adheres to the highest level of PCI compliance and never stores your credit card information.

Payment Information

Enter first and last name as it appears on credit card

<div></div>		
[Redacted Name]		
★ Credit Card Number		
★ Exp Month ▼	★ Exp Year ▼	★ CVV

Order Total: \$20.00
\$20.00 will be charged to this card.

★ Phone

Billing Address [Use different billing address](#)

★ Country ▼

[Redacted Address Line 1]

Address 2

[Redacted Address Line 2] [Redacted Address Line 3] [Redacted Address Line 4] [Redacted Address Line 5]

Submit Payment

★ All items marked with a red asterisk are required to submit this form.