ORDERING YOUR 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	STEP 2: Review Unofficial Transcript	STEP 3: Access Parchment account	STEP 4: Order Transcript on Parchment

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

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

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

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.
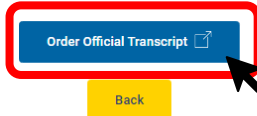
When the pop-up notification appears, simply select the "**Continue to Parchment**" button to proceed to the Parchment website.
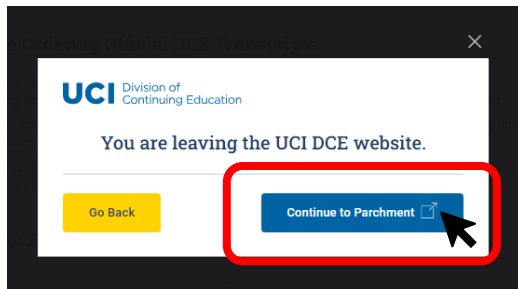
FOR FIRST TIME USERS: CREATING A NEW USER ACCOUNT ON PARCHMENT

![UCI Division of Continuing Education]

parchment

COLLEGE TOOLS ▼   SEND A TRANSCRIPT   SIGN UP   **SIGN IN**

①—②—③—④—⑤—⑥—⑦

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

UCI **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

★ ▓▓▓▓▓▓▓▓▓▓

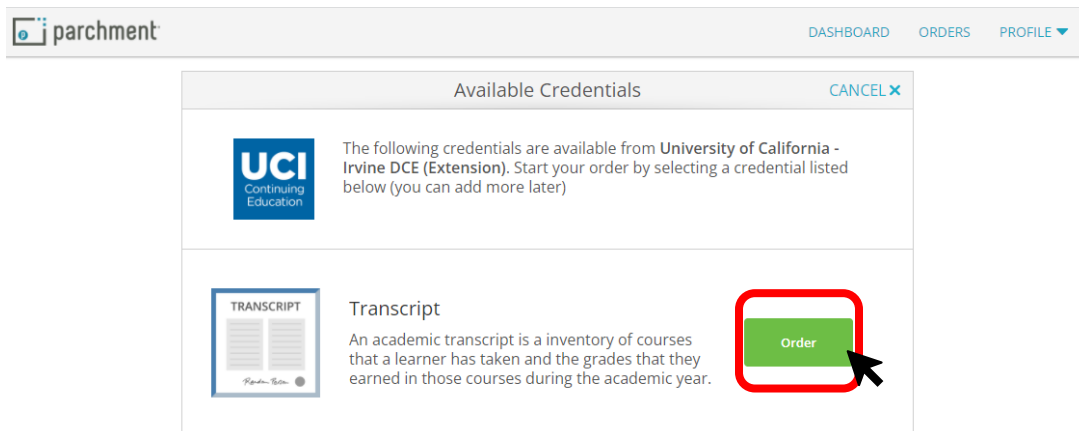**Continue**

⊡ 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)

UCI Continuing Education

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

ENTER YOUR PERSONAL INFORMATION

mrebazalozano@hotmail.com ☑

| ★ ███████ | ███████ | ★ ████████ |
| ✔ ████████ | ✔ ████████ | ✔ ██████ |

★ Highest Level Of Education

ENTER YOUR CONTACT INFORMATION

★ Cell Phone

★ Country

★ ████████████

Address 2

| ★ ████████ | ███████ | ★ Postal Code |

⌂ | **UNABLE TO VALIDATE ADDRESS**

CHOOSE A PASSWORD

| ★ Password | ★ Retype Password |

CREATE ACCOUNT & CONTINUE

★ All items marked with a red asterisk are required.

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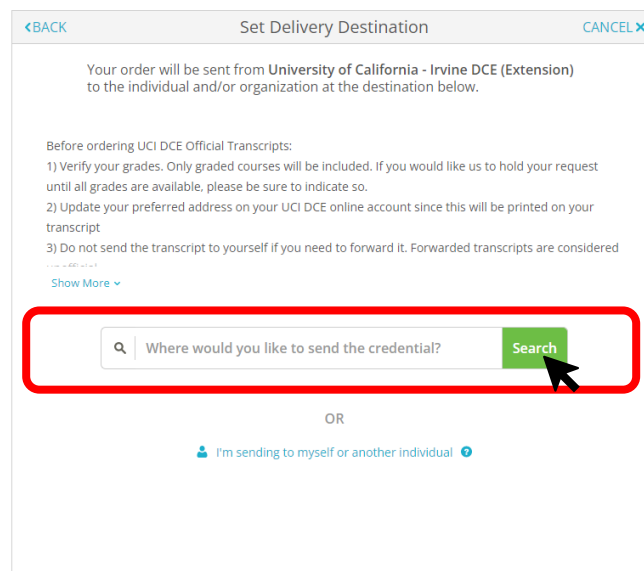
You can choose to send your official transcript to the following destinations:

- 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 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.

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:

STEP 2:

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.

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".

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

Payment Information

Enter first and last name as it appears on credit card

✔ ████████████████ ████████

★ Credit Card Number

★ Exp Month ▾ ★ Exp Year ▾ ★ CVV

VISA MasterCard DISCOVER AMERICAN EXPRESS

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

★ Phone

Billing Address ↻ Use different billing address

★ Country ▾

✔ ████████████

Address 2

✔ ████████ ████████ ████████ ▣

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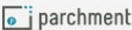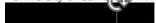
★ All items marked with a red asterisk are required to submit this form.