



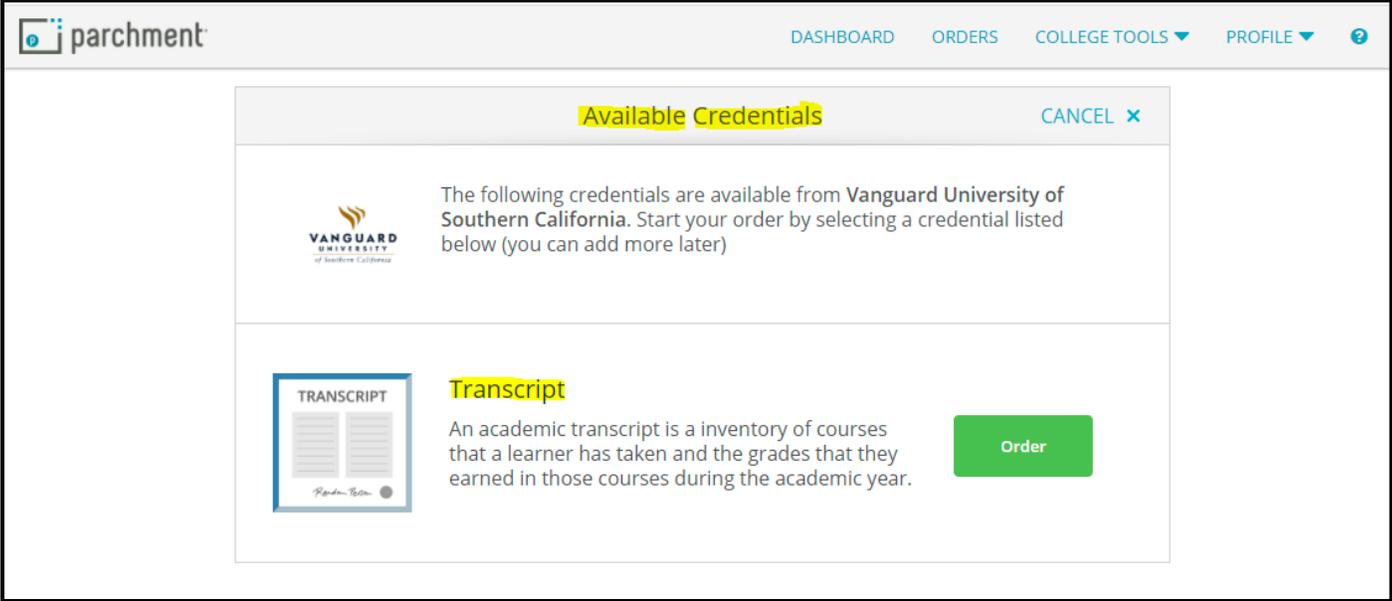
## ORDERING OFFICIAL TRANSCRIPTS

To order official transcripts, follow this link [HERE](#). I'm including the steps of how to find this page below for future reference.

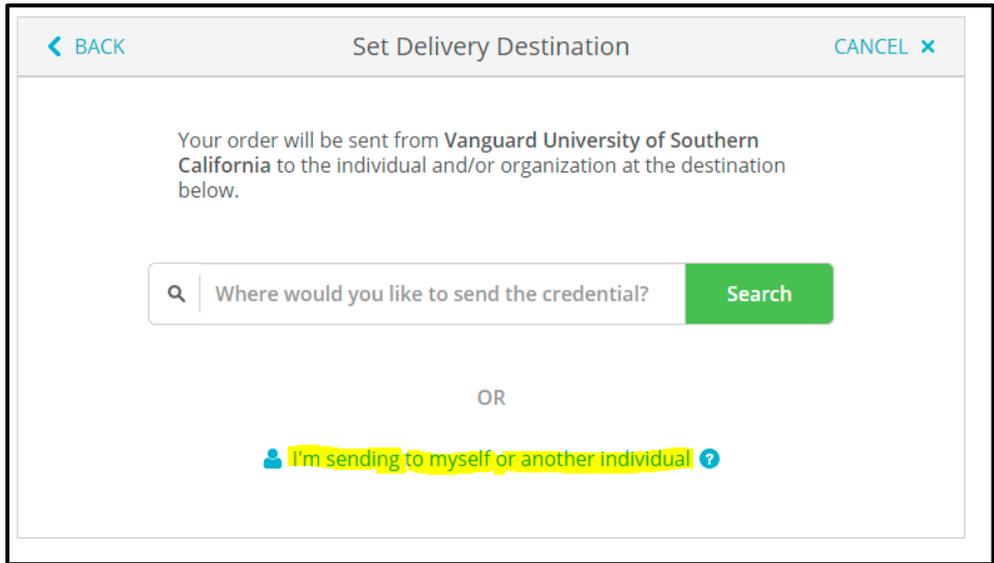
1. Head to [www.vanguard.edu/transcripts](http://www.vanguard.edu/transcripts)
2. Select Order Your Official Transcripts
3. Log in
  - a. If you have an existing Parchment account, fill in your credentials under "Existing User Account"
  - b. If you do not have a Parchment account, click "New Learner Account"

From there you can fill out the order form. If needed, you may reference the guide on how to do so below.

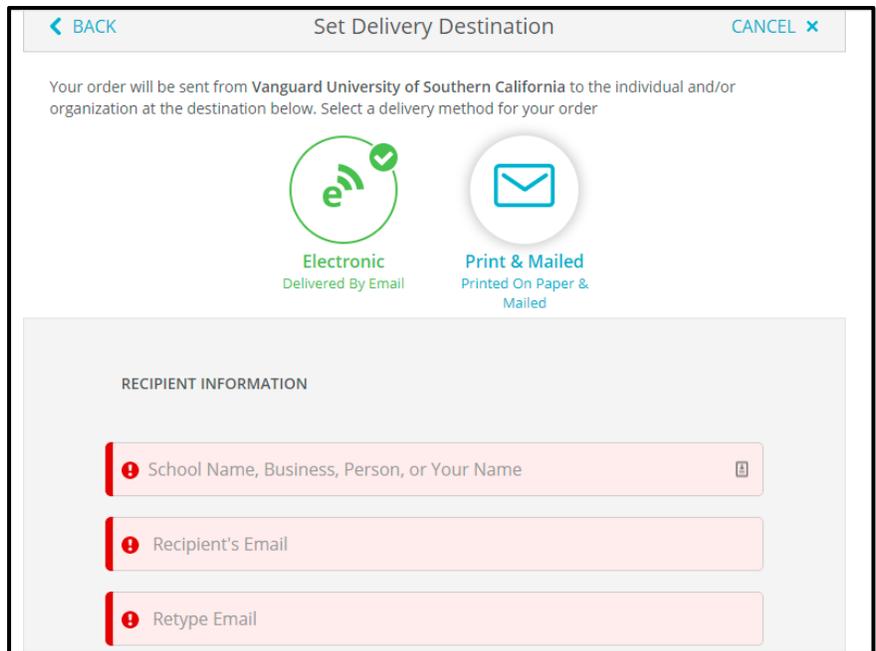
1. Click the Green "**Order**" button beside what you'd like to order.



2. You can search for wherever you are trying to send your transcripts to in the search box, **OR** if you're looking to order transcripts to be sent to yourself or someone specific, please follow the link "**I'm sending to myself or another individual**" that is highlighted in the screenshot from the ordering page below.



3. After selecting where you'd like your transcripts delivered, select **“electronic”** for an electronic copy to be emailed or **“Print & Mailed”** to have them mailed to a specific address. Then fill in the recipient's information (email address or physical address) below if it is not automatically provided for you.



4. Review your order details and recipient information. Select **WHEN** you would like your transcripts sent. If the semester has just recently ended, we recommend selecting **“Hold For Grades”**. This option will send your transcripts as soon as your grades are officially posted and prevent an incomplete transcript from being sent to your recipient. If you have recently graduated but have not received a confirmation of the official conferral of your degree, you may select **“Hold for Degree”** to have your transcripts sent once your degree is posted on them.

**\*\* Verify that your transcripts are not being SENT to Vanguard University. You may be charged again if you send your transcripts to the incorrect destination. \*\***

Item Details

Transcript

For: Jack Test

Date of Birth: 01/02/2000  
Last 4 SSN: 1234

**FROM**  
Vanguard University of Southern California  
Costa Mesa, CA

**TO**  
Jack Test  
Jack.test@vanguard.edu

Delivery Method: **Electronic**

Credential Fee	\$8.00
Item Total	\$8.00

Purpose: Admission

\* When do you want this sent? Send Now

Would you like to add an attachment file? (optional) [Add An Attachment](#)

5. You may also add an attachment to be sent with your transcript here, if your recipient is requesting that.
6. Scroll down to virtually sign and click the box verifying your records be sent.
7. Select "Continue"
8. In the Order Summary page, you may add another order or select "Continue" to place your current order.

If you are encountering difficulties with creating an account, logging into your account, or any other technical issues, please contact Parchment Technical Support at support.parchment.com or +1 (888) 662-0874" AND "The processing time for electronic transcripts is 24-48 hours. Dependent on technological issues that may arise, the processing time may take longer.