Table of Contents

Introduction ................................................................................................................. 3
  Content Intentions ..................................................................................................... 3
  What is a Transcript? .................................................................................................. 3
    College, Graduate School and School of Business Transcripts ......................... 3
    School of Law Transcripts ....................................................................................... 3

Transcript Options ........................................................................................................ 4
  Electronic Transcripts (fastest) ............................................................................... 4
  Mail Printed Official Transcripts ............................................................................... 4
  Pick-Up Printed Official Transcripts ......................................................................... 4

How to Request a Transcript ...................................................................................... 5
  For All Current Students .......................................................................................... 5
    Send a transcript to an institution or nonresidential location using the search option .......................................................... 9
    Send a transcript to an institution, nonresidential location, yourself, another individual or third party using the Enter Your Own option ............ 12
  For All Alumni & All Former Students .................................................................. 27
    Send a transcript to an institution or nonresidential location using the search option .......................................................... 33
    Send a transcript to an institution, nonresidential location, yourself, another individual or third party using the Enter Your Own option ............ 36

Confirmation Email ................................................................................................... 52
  Release Transcript Email .......................................................................................... 52
  Recipient Transcript Email ...................................................................................... 52
    How to Access an e-Transcript from an Email .................................................... 53

Electronic Transcript Validation for Third Party Recipients .................................. 57
  Electronic Transcript Information for Third-Party Recipients ............................. 57
  How to Authenticate Electronic Official Transcripts ........................................... 57
  Document Validity .................................................................................................... 57
    Valid Signature ........................................................................................................ 57
    Invalid Signature .................................................................................................... 58
    Author Unknown ..................................................................................................... 58
    Note on Pop-up Screens ......................................................................................... 58

Transcript Request FAQs .......................................................................................... 59
Introduction

Content Intentions

This manual is intended to be used by all current, former and Alumni students at Wake Forest University. Some sections of the manual is intended to be used by individuals who have received an electronic transcript from a current, former or Alumni student at Wake Forest. In terms of the transcript request process, the majority of information and instructions below are similar, if not the same, for all students and former student types across the university; however, some of the features and functions are specifically for specific users. Therefore, it is advised that all users read carefully and use their designated section in the manual. For more information, please visit http://registrar.wfu.edu/transcript-request/.

What is a Transcript?

An official transcript, which contains the signature of the University Registrar and the Wake Forest University seal, is a student’s academic record. It contains ALL coursework taken while enrolled at Wake Forest University. Only the record holder can authorize/request an official transcript. Please note that for a student who has taken courses and/or has degrees at both the undergraduate and graduate levels, an official Wake Forest University transcript will include ALL levels of coursework.

***Only official transcripts are issued through the university. Unofficial transcripts are available via WIN.

College, Graduate School and School of Business Transcripts

If you are an undergraduate, graduate or business school student and are requesting a transcript, please request your transcript using this transcript request process through the Office of the University Registrar, http://registrar.wfu.edu/transcript-request/.

School of Law Transcripts

If you are a Law student and are requesting a Law School transcript, please visit the Law School, http://registrar.law.wfu.edu/.
Transcript Options

The following types of official transcripts are provided:

**Electronic Transcripts (fastest)**

When placing your orders online, you can select a pdf format of your official transcript. Many recipients now accept “paperless” official transcripts. Before placing your order, ask the recipient whether an electronic transcript (e-Transcript) is acceptable and, if so, the email address you should use for delivery. Once you have placed your online order, the recipient is notified by email that he or she can retrieve a certified pdf from our transcript ordering service.

These e-Transcripts are official documents and can be validated through a third party vendor, Parchment ([http://registrar.wfu.edu/third-party-recipients/](http://registrar.wfu.edu/third-party-recipients/)), because they have been digitally signed and certified by Wake Forest.

**Note:** e-transcripts cost $2.75 per transcript.

**Mail Printed Official Transcripts**

Wake Forest provides printed official transcripts through the Office of the University Registrar. Paper transcripts are mailed using standard delivery through the U.S. Postal Service.

**Note:** Standard mailing through the U.S. Postal Service cost $2.75 per transcript. You may opt for express shipping through FedEx when ordering online at an additional cost of $18.00 for domestic destinations and $25.00 for international destinations.

**Pick-Up Printed Official Transcripts**

Wake Forest provides pick-up printed official transcripts through the Office of the University Registrar, 110 Reynolda Hall, the next business day after 2:30pm. Please provide a photo ID when picking up your transcript.

**Note:** Picking up a transcript cost $2.75 per transcript.
How to Request a Transcript

For All Current Students

1. Log into WIN

There are two ways to access WIN:

1) Go to the WIN login page: http://win.wfu.edu
2) Click on the Current Students button if you come across this screen.

At the login screen, log into WIN.
2. Enter/Verify your information page:

Please **verify** your personal and biographical information to authenticate your identity. Click **Submit** to submit this form at bottom of the page. You will only be prompted to verify this page once.
<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Address</td>
<td></td>
</tr>
<tr>
<td>Address Line 2</td>
<td></td>
</tr>
<tr>
<td>Cty</td>
<td>(Military Addresses: enter APO, DPO, or FPO)</td>
</tr>
<tr>
<td>State/Province</td>
<td>Please select ...</td>
</tr>
<tr>
<td>Post/Zip Code</td>
<td></td>
</tr>
<tr>
<td>Country</td>
<td>United States</td>
</tr>
<tr>
<td>Telephone</td>
<td>(eg. 666-555-5555)</td>
</tr>
<tr>
<td>Date of Birth</td>
<td></td>
</tr>
<tr>
<td>Year Graduated or Year Last Attended</td>
<td></td>
</tr>
<tr>
<td>Degree Received or Degree Sought</td>
<td></td>
</tr>
<tr>
<td>Name While Attending</td>
<td></td>
</tr>
<tr>
<td>Title</td>
<td></td>
</tr>
<tr>
<td>First Name</td>
<td></td>
</tr>
<tr>
<td>Middle Name</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td></td>
</tr>
<tr>
<td>Suffix</td>
<td></td>
</tr>
<tr>
<td>Dates Attended</td>
<td></td>
</tr>
<tr>
<td>Last 4 SSN</td>
<td></td>
</tr>
<tr>
<td>Student ID</td>
<td>(Your WFU ID Number)</td>
</tr>
<tr>
<td>Login Details</td>
<td></td>
</tr>
<tr>
<td>Email Address</td>
<td></td>
</tr>
<tr>
<td>Password</td>
<td></td>
</tr>
</tbody>
</table>
3. Select Documents Page:

Please start by selecting where you would like your transcript to be sent. You can search or you can manually enter in the destination.

Keep in mind the transcript option product types (Each transcript option will cost $2.75 per request):

- **E-Transcript (Fastest):** You can choose to search where you would like to have your transcript sent electronically or you can enter the email address of the destination.

- **Paper Transcript Mailed:** Please enter the mailing address information of where you would like to have your transcript sent. You can also indicate whether you would like to have your transcript sent now, held for grades or held for your degree to be posted. The only option for express mailing will be FedEx, at an additional charge. Please visit the FAQ section at the bottom of this manual for additional information.

- **Paper Transcript Pick-up:** Please enter the recipient name under who should pick up your transcript, whether it is you or someone else. You can
also indicate whether you want your order processed now, held for grades or held for your degree to be posted.

**Example 1:** Send a transcript to an institution or nonresidential location using the search option (e.g. Boston University)

1) Type in the institution or nonresidential location. Then click on **Search**.

2) A list of Boston University affiliated addresses and email addresses will populate.

**NOTE:** These affiliated addresses and email addresses are standardized and pre-uploaded. PLEASE make sure that the address or email address is the right address you want to send your transcript to. And PLEASE understand that the displayed affiliated address may NOT be the right address you need to send your transcript to. Check where you need to send your transcript to before selecting a destination on the populated list.
### Where would you like your document(s) sent?

Start by searching for your destination:

- Institution Name, Acronym, Location, or Email

**Boston University**

**Search**

**6 Matches Found:**

<table>
<thead>
<tr>
<th>INSTITUTION</th>
<th>EMAIL</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boston University</td>
<td><a href="mailto:vowens@bu.edu">vowens@bu.edu</a></td>
<td>Boston, MA, US</td>
</tr>
<tr>
<td>Boston University Graduate School of Arts and Sciences</td>
<td><a href="mailto:gcs@bu.edu">gcs@bu.edu</a></td>
<td>Boston, MA, US</td>
</tr>
<tr>
<td>The Art Institute of Boston at Lesley University</td>
<td><a href="mailto:lconnor3@lesley.edu">lconnor3@lesley.edu</a></td>
<td>Boston, MA, US</td>
</tr>
<tr>
<td>Summer Challenge Program, Boston University</td>
<td></td>
<td>Boston, MA, US</td>
</tr>
<tr>
<td>Boston University Executive MBA</td>
<td><a href="mailto:emba@bu.edu">emba@bu.edu</a></td>
<td>Boston, MA, US</td>
</tr>
<tr>
<td>Boston University School of Law</td>
<td></td>
<td>Boston, MA, US</td>
</tr>
</tbody>
</table>

**Not finding your destination?**

You can enter a destination manually by using a physical address or an Email address

**ENTER YOUR OWN**
3) To check the Boston University address, click on the **Information Icon**.

4) If the address is correct, click on **Select**. If none of the populated addresses are correct, please skip to **Example 2** to enter in the address.
5) Select how you want to send your transcript by **clicking on the product** (e.g. e-Transcript). If you need to mail a paper copy of your transcript, please continue with e-Transcript and the following Order Detail page will give you the option to mail your transcript.

Example 2: **Send a transcript to an institution, nonresidential location, yourself, another individual or third party using the Enter Your Own option** (e.g. Another Individual)

1) There are many different reasons why you would enter in an address for your transcript destination:
   - If what you entered in the search option on the Select Document page does not give you an address or the correct address.
   - If you need to send your transcript to an institution or nonresidential location that is not well known to the general population.
   - If you need to send your transcript to yourself or another individual.

If one of these reasons pertains to you, please use the **Enter Your Own** option.
2) There are two ways to enter in an address: you can click on **Send to Yourself, Another Individual, or Third Party** or **Enter Your Own** after executing the **Search** option.
3) Select how you want to send your transcript by **clicking on the product** (e.g. e-Transcript) and you will enter in the necessary information in the Order Detail page.
4. Order Detail Page:

On this Order Detail page please **check your order carefully**. Here, you can update or edit your shopping cart, continue shopping within this order if you would like to send another transcript or choose to checkout.
This page will be separated into three sections:
- Product Description
- Destination
- Order Options

**Product Description**

This section will indicate what transcript product type you have selected. Make sure this is how you want to mail your transcript. (e.g. If you chose to mail your transcript through e-Transcript)

**Product Description**

Order an official, certified PDF of your transcript.

Please confirm with the recipients that they will be able to receive an electronic copy of your transcript. Also, to avoid potential problems with spam filters, please instruct recipients to allow emails from Parchment (noreplyint@parchment.com).

**NOTES:**
- This is the fastest, most secure, and environmentally friendly method to request your transcript.
- Transcripts will not be processed for those with restrictions or holds placed on their account.
- Students who attended prior to 1986 may experience a delay in processing.

(e.g. If you chose to mail your transcript through Paper Transcript - Mailed)

**Product Description**

Order an official paper copy of your transcript. Orders are generally processed within a few business days (Allow additional processing time for high volume periods).

**NOTES:**
- Transcripts will not be processed for those with restrictions or holds placed on their account.
(e.g. If you chose to mail your transcript through Paper Transcript - Pickup)

**Product Description**

Order an official paper copy of your transcript. Orders are generally processed within a few business days (Allow additional processing time for high volume periods).

**NOTES:**
- Transcripts will not be processed for those with restrictions or holds placed on their account.
- Once processed, transcripts will be available for pick-up on campus.

**Destination**

This section will indicate where you are sending your transcript.

If the address or email address is pre-populated, it will be displayed here. Make sure this is where you want to mail your transcript. If it is not, please correct the email or physical address.

**Note:** If you are sending an e-Transcript or picking up a transcript by using the Send to Yourself, Another Individual, or Third Party or Enter Your Own options, please enter the designated email address for your e-Transcript or the designated person for your pickup transcript in the Order Options section.

(e.g. If you chose to mail your transcript through e-Transcript to an institution or nonresidential location using the Search option)

If this is not how you want your transcript to be sent, you have the option to mail your transcript. Please click on **Switch to Mail Delivery**, then **No, Send by Mail** if you want your transcript to be mailed.
You will be redirected to **select another product type**. Once you select a product type, you will be directed to the previous Order Detail page.
(e.g. If you chose to mail your transcript through Paper Transcript - Mailed)

Order Options

This section will give you several transcript options. Note that these options are automatically selected. Please review the options and make changes when it is needed.

You will have the options to select when you want your transcript to be processed (i.e. now, hold for grades or hold for degree), attach a document to your transcript if needed and send another transcript by clicking on Add Another Item or continue to payment by clicking on Continue at the bottom of the page.

A recipient name and email address may be required depending on where you are sending your transcript. Please enter in the recipient name and email address if needed.
(e.g. If you chose to mail your transcript through e-Transcript to an institution or nonresidential location using the Search option)

**Order Options**

- **Transcript Level**: Complete
- **Delivery Mode**: Electronic
- **Processing Time**: Now, Hold for Grades, Hold for Degree
  - Holds are for current term only
- **Purpose for Transcript (Optional)**: --
- **Attachment (Optional)**: Choose File, No file chosen

**Note**: Email Providers use filtering systems to reduce spam. Sometimes, they accidentally filter the email that you want them to receive. To make sure that your document emails are not filtered into "junk" or "bulk" folders, please verify that the recipient can receive email from Parchment (parchment.com).

Total $2.75

[Add Another Item] [Continue]
(e.g. If you chose to mail your transcript through e-Transcript to yourself or a third party using the **Send to Yourself, Another Individual, or Third Party or Enter Your Own** options)

### Order Options

<table>
<thead>
<tr>
<th>Order Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transcript Level</td>
</tr>
<tr>
<td>Delivery Mode</td>
</tr>
<tr>
<td>Processing Time</td>
</tr>
<tr>
<td>Recipient Name</td>
</tr>
<tr>
<td>Email Address</td>
</tr>
<tr>
<td>Attachment (Optional)</td>
</tr>
<tr>
<td>Purpose for Transcript (Optional)</td>
</tr>
</tbody>
</table>

**Note:** Email Providers use filtering systems to reduce spam. Sometimes, they accidentally filter the email that you want them to receive. To make sure that your document emails are not filtered into "junk" or "bulk" folders, please verify that the recipient can receive email from Parchment (parchment.com).
(e.g. If you chose to mail your transcript through **Paper Transcript - Mailed**)
(e.g. If you chose to mail your transcript through **Paper Transcript - Pickup**)

Once you click **Continue**, review your shopping cart. Make sure the product type, delivery mode, processing time and the destination of your transcript are correct. If not, please update your shopping cart. If everything is correct, click **Checkout**.
5. Payment Page:

We accept Visa, MasterCard and Discover as valid methods of payment. Please enter all required information to process your payment and release your transcript. And please be sure to review your billing address information.
6. Review Order Page:

Please review your order before you hit **Confirm**
Once you confirm your order, you will get a confirmation page. Please make sure you keep a record of your order number in the upper left hand corner. If you have any issues regarding your transcript order, the Office of the University Registrar will ask you for this number.
For All Alumni & All Former Students

1. Access Transcript Request Page:

   Click on the Alumni & All Former Students button if you come across this screen.

   ![Diagram showing access to transcript request](image_url)

2. Log on/Register page:

   ![Login page from Wake Forest University](image_url)
If you are a new user, please click on **Create Account** to start your transcript request. (Note: Please use either Mozilla Firefox or Google Chrome as your internet browser)
If you have requested a transcript before or are a returning user, please log into your account.
3. Enter/Verify your information page:

New Users: If you are a new user, please enter in your personal and biographical information to authenticate your identity. In addition, please create an account at the bottom of the screen. Click Submit to submit this form at bottom of the page.

Returning Users: If you are a returning user, please verify your personal and biographical information to authenticate your identity. Click Submit to submit this form at bottom of the page. You will only be prompt to verify this page once after you have created an account.
Street Address: 

Address Line 2: 

Cty: 

(Military Addresses: enter APO, DPO, or FPO) 

State/Province: 

Post/Zip Code: 

Country: 

Telephone: 

Authentication Details 

Date of Birth: 

Year Graduated or Year Last Attended: 

Degree Received or Degree Sought: 

Name While Attending: 

Title: 

First Name: 

Middle Name: 

Last Name: 

Suffix: 

Dates Attended: 

Last 4 SSN: 

Student ID: 

Login Details 

Email Address: 

Password:
4. Select Documents Page:

Please start by selecting where you would like your transcript to be sent. You can search or you can manually enter in the destination.

Keep in mind the transcript option product types (Each transcript option will cost $2.75 per request):

- **E-Transcript (Fastest):** You can choose to search where you would like to have your transcript sent electronically or you can enter the email address of the destination.

- **Paper Transcript Mailed:** Please enter the mailing address information of where you would like to have your transcript sent. You can also indicate whether you would like to have your transcript sent now, held for grades or held for your degree to be posted. The only option for express mailing will be FedEx, at an additional charge. Please visit the FAQ section at the bottom of this manual for additional information.

- **Paper Transcript Pick-up:** Please enter the recipient name under who should pick up your transcript, whether it is you or someone else. You can
also indicate whether you want your order processed now, held for grades or held for your degree to be posted.

*Example 1: Send a transcript to an institution or nonresidential location using the search option* (e.g. Boston University)

1) Type in the institution or nonresidential location. Then click on **Search**.

   ![Search screenshot](image)

2) A list of Boston University affiliated addresses and email addresses will populate.

   **NOTE:** These affiliated addresses and email addresses are standardized and pre-uploaded. PLEASE make sure that the address or email address is the right address you want to send your transcript to. And PLEASE understand that the displayed affiliated address may **NOT** be the right address you need to send your transcript to. Check where you need to send your transcript to before selecting a destination on the populated list.
### Where would you like your document(s) sent?

Start by searching for your destination:

**Institution Name, Acronym, Location, or Email**

- Boston University

**Institution** | **Email** | **Location**  
--- | --- | ---  
Boston University | vowens@bu.edu | Boston, MA, US  
Boston University Graduate School of Arts and Sciences | gpre@bu.edu | Boston, MA, US  
The Art Institute of Boston at Lesley University | Iconnor3@lesley.edu | Boston, MA, US  
Summer Challenge Program, Boston University |  | Boston, MA, US  
Boston University Executive MBA | emba@bu.edu | Boston, MA, US  
Boston University School of Law |  | Boston, MA, US  

Not finding your destination?

You can enter a destination manually by using a physical address or an Email address

**ENTER YOUR OWN**
3) To check the Boston University address, click on the Information Icon 📘.

4) If the address is correct, click on Select. If none of the populated addresses are correct, please skip to Example 2 to enter in the address.
5) Select how you want to send your transcript by clicking on the product (e.g. e-Transcript). If you need to mail a paper copy of your transcript, please continue with e-Transcript and the following Order Detail page will give you the option to mail your transcript.

Example 2: Send a transcript to an institution, nonresidential location, yourself, another individual or third party using the Enter Your Own option (e.g. Another Individual)

1) There are many different reasons why you would enter in an address for your transcript destination:
   - If what you entered in the search option on the Select Document page does not give you an address or the correct address.
   - If you need to send your transcript to an institution or nonresidential location that is not well known to the general population.
   - If you need to send your transcript to yourself or another individual.

   If one of these reasons pertains to you, please use the Enter Your Own option.
2) There are two ways to enter in an address: you can click on Send to Yourself, Another Individual, or Third Party or Enter Your Own after executing the Search option.
3) Select how you want to send your transcript by **clicking on the product** (e.g. e-Transcript) and you will enter in the necessary information in the Order Detail page.
5. Order Detail Page:

On this Order Detail page please **check your order carefully**. Here, you can update or edit your shopping cart, continue shopping within this order if you would like to send another transcript or choose to checkout.
This page will be separated into three sections:
- Product Description
- Destination
- Order Options

Product Description

This section will indicate what transcript product type you have selected. Make sure this is how you want to mail your transcript. (e.g. If you chose to mail your transcript through e-Transcript)

(e.g. If you chose to mail your transcript through Paper Transcript - Mailed)
(e.g. If you chose to mail your transcript through Paper Transcript - Pickup)

**Product Description**

Order an official paper copy of your transcript. Orders are generally processed within a few business days (Allow additional processing time for high volume periods).

**NOTES:**
- Transcripts will not be processed for those with restrictions or holds placed on their account.
- Once processed, transcripts will be available for pick-up on campus.

**Destination**

This section will indicate where you are sending your transcript.

If the address or email address is pre-populated, it will be displayed here. Make sure this is where you want to mail your transcript. If it is not, please correct the email or physical address.

**Note:** If you are sending an e-Transcript or picking up a transcript by using the Send to Yourself, Another Individual, or Third Party or Enter Your Own options, please enter the designated email address for your e-Transcript or the designated person for your pickup transcript in the Order Options section.

(e.g. If you chose to mail your transcript through e-Transcript to an institution or nonresidential location using the Search option)

If this is not how you want your transcript to be sent, you have the option to mail your transcript. Please click on **Switch to Mail Delivery**, then **No, Send by Mail** if you want your transcript to be mailed.
You will be redirected to select another product type. Once you select a product type, you will be directed to the previous Order Detail page.
(e.g. If you chose to mail your transcript through **Paper Transcript - Mailed**)

**Order Options**

This section will give you several transcript options. Note that these options are automatically selected. Please review the options and make changes when it is needed.

You will have the options to select when you want your transcript to be processed (i.e. now, hold for grades or hold for degree), attach a document to your transcript if needed and send another transcript by clicking on **Add Another Item** or continue to payment by clicking on **Continue** at the bottom of the page.

A recipient name and email address may be required depending on where you are sending your transcript. Please enter in the recipient name and email address if needed.

<table>
<thead>
<tr>
<th>Address</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailing Name: *</td>
<td></td>
</tr>
<tr>
<td><em>(Institution, Building, Person, etc.)</em></td>
<td></td>
</tr>
<tr>
<td>Mailing Address 1: *</td>
<td></td>
</tr>
<tr>
<td><em>(Extra information use Mailing Address 2 and 3)</em></td>
<td></td>
</tr>
<tr>
<td>Mailing Address 2:</td>
<td></td>
</tr>
<tr>
<td>Mailing Address 3:</td>
<td></td>
</tr>
<tr>
<td>Mailing City: *</td>
<td></td>
</tr>
<tr>
<td><em>(Military Addresses: enter APO, DPO, or FPO)</em></td>
<td></td>
</tr>
<tr>
<td>Mailing Postal Code: *</td>
<td>Enter &quot;None&quot; if not applicable</td>
</tr>
<tr>
<td>Mailing Country: *</td>
<td>Please Choose Your Country</td>
</tr>
<tr>
<td>Mailing State: *</td>
<td>Enter &quot;None&quot; if not applicable</td>
</tr>
</tbody>
</table>
(e.g. If you chose to mail your transcript through e-Transcript to an institution or nonresidential location using the Search option)

Note: Email Providers use filtering systems to reduce spam. Sometimes, they accidentally filter the email that you want them to receive. To make sure that your document emails are not filtered into "junk" or "bulk" folders, please verify that the recipient can receive email from Parchment (parchment.com).
(e.g. If you chose to mail your transcript through e-Transcript to yourself or a third party using the **Send to Yourself, Another Individual, or Third Party** or **Enter Your Own** options)

<table>
<thead>
<tr>
<th>Order Options</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Transcript Level</strong></td>
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<tr>
<td><strong>Delivery Mode</strong></td>
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<tr>
<td><strong>Processing Time</strong></td>
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<td><strong>Recipient Name</strong></td>
</tr>
<tr>
<td><strong>Email Address</strong></td>
</tr>
<tr>
<td><strong>Attachment (Optional)</strong></td>
</tr>
<tr>
<td><strong>Purpose for Transcript (Optional)</strong></td>
</tr>
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(e.g. If you chose to mail your transcript through **Paper Transcript - Mailed**)

<table>
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<tr>
<th>Order Options</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transcript Level</td>
<td>Complete</td>
</tr>
<tr>
<td>Processing Time</td>
<td><strong>Now</strong></td>
</tr>
<tr>
<td></td>
<td>Holds are for current term only</td>
</tr>
<tr>
<td>Mailing Method</td>
<td>Standard (USPS)</td>
</tr>
<tr>
<td>Attachment (Optional)</td>
<td><strong>Choose File</strong></td>
</tr>
<tr>
<td></td>
<td>Upload supporting document</td>
</tr>
<tr>
<td>Purpose for Transcript</td>
<td>--</td>
</tr>
<tr>
<td>(Optional)</td>
<td></td>
</tr>
<tr>
<td>Quantity:</td>
<td>1 * (Max: 10)</td>
</tr>
</tbody>
</table>

[Add Another Item]   [Continue]
(e.g. If you chose to mail your transcript through **Paper Transcript - Pickup**)

Once you click **Continue**, review your shopping cart. Make sure the product type, delivery mode, processing time and the destination of your transcript are correct. If not, please update your shopping cart. If everything is correct, click **Checkout**.
6. Provided Consent Page:

If you are a user that does not have access to WIN, you will need to provide consent. This now takes the place of your signature, please read over the information and sign off using the check box. If you still have access to WIN you have already provided consent by logging into the website with your username and password.

![Consent form to release academic records](image)
7. Payment Page:

We accept Visa, MasterCard and Discover as valid methods of payment. Please enter all required information to process your payment and release your transcript. And please be sure to review your billing address information.
8. Review Order Page:

Please review your order before you hit **Confirm**

![Review Order Page]

- Confirm Your Billing Info:
- Confirm Your Document Request:

![Document Details]

Note - If the email address of the recipient is a member of the Parchment Exchange network, Parchment will deliver to their Parchment Receive Inbox instead of their email address, according to their preference.
Once you confirm your order, you will get a confirmation page. Please make sure you keep a record of your **order number** in the upper left hand corner. If you have any issues regarding your transcript order, the Office of the University Registrar will ask you for this number.
Confirmation Email

Release Transcript Email

When you order an e-transcript, you will receive a confirmation email with your order number, document number and a destination address for your e-Transcript.

Recipient Transcript Email
How to Access an e-Transcript from an Email

If you, the recipient, have received a recipient transcript email, similar to the one above, please follow the instructions below:

1) Make sure you have the latest version of Adobe Reader version 8.0 or greater (it is best to use version 9.0 or greater). If you do not have Adobe Reader or do not have the latest version, please click on the link in the email to install the program.
2) Once Adobe Reader has been installed, please click on **Click here to access the secure document** link. If for some reason there is a problem with the link, please click on the hyperlink below.

Wake Forest University has sent you a document on behalf of John Smith

This document is available to download for a limited time, so your prompt attention is requested.

[Click here to access the secure document](https://exchange.parchment.com/send/dds/index.php?main_page/welcome&d_id=66bfsvk1kcnojgim86nndbrc8)

Or cut/paste the following url in your browser:


This document is a certified PDF and requires the free Adobe Reader(v8.0 or greater) or Adobe Acrobat. Click [here](https://exchange.parchment.com/send/dds/index.php?main_page>Welcome&d_id=66bfsvk1kcnojgim86nndbrc8) to download the latest version of the free Adobe Reader.

3) Once you have opened the link, a Request Passcode page will appear. Here you will need to obtain a passcode to access the secure transcript. Click **Next** to obtain this passcode.
4) Please check your email (spam and junk mail) for the passcode.

Once you have obtained the passcode, copy and paste in the field below and click **Next**.
5) Please click on **Download** to download the transcript. An Adobe Reader window should appear to view the document.
Third Party Recipients

Electronic Transcript Information for Third-Party Recipients

Wake Forest University sends official transcripts in an electronic pdf format. These transcripts are considered official documents and can be validated through the digital signature and certification by Wake Forest.

The first step when receiving a secure document from Wake Forest University is to open the original email and click on the link. This will open up a wizard in your browser which will enable you to send yourself a pass code in a separate email by clicking on the “Next” button in step one of the wizard. Once you receive the pass code in a separate email you can enter the pass code into the pass code box in step two of the wizard in your web browser. This will allow you to download the digitally signed electronic pdf.

A document that contains a digital signature can be instantly validated, and when valid displays a blue ribbon on the notification bar across the top of the Adobe Reader. On older versions of the Adobe Reader, the blue ribbon will be displayed on a pop-up screen and in the lower left corner of the frame of the application. The blue ribbon symbol is your assurance that the digital signature is valid, authentic, and the contents of the document have not been altered.

How to Authenticate Electronic Official Transcript

All official electronic transcripts from Wake Forest University have been digitally signed and therefore contain special characteristics. When the document is viewed through Adobe Reader versions 9.0 or higher or through Adobe Acrobat versions 9.0 or higher, it will reveal that a digital signature has been applied to the document. Adobe Reader version 9 and Acrobat version 9 and higher use a blue ribbon across the top of the document to indicate document authenticity and validity. Attention Mac users: When viewing an official electronic transcript from Wake the software utilizes Adobe’s secure certified PDF technology and therefore may only be viewed using the free Adobe Reader or Adobe Acrobat. The default Mac preview application will not display the document correctly.

Document Validity

Valid Signature

The document’s contents have not been changed or altered in any way. Also, when the pop-up screen/blue ribbon displays a message that the digital signature is valid it means that the author of the document is known to the certification authority and the person or institution represented by the digital signature is true and authentic.
Invalid Signature

The digital signature is not authentic, or the document has been altered. Sometimes the digital signature has been revoked for some reason, or that it has expired. A document with an invalid display should be rejected.

Author Unknown

There are two possible meanings: the digital signature cannot be validated due to a disconnection to the internet, or the digital signature cannot be instantly validated via the internet. If this message is received make sure there is proper connection to the internet. If there is connection and the digital signature cannot be validated, reject this document.

Note on Pop-up Screens

To activate the pop-up screens in either Adobe Reader or Adobe Acrobat to view the status a document that has a digital signature (described above) open the application first, then open the document. Sometimes browsers will trigger Adobe Reader or Adobe Acrobat as a helper application, failing to activate the application’s full functionality.
Transcript Request FAQs

How do I order my transcript?

Current and former students will order electronic or paper transcripts anytime by following the transcript link on the University Registrar web page [http://registrar.wfu.edu/transcript-request/](http://registrar.wfu.edu/transcript-request/). The University has partnered with Parchment for the online ordering of all transcripts and the delivery of all electronic transcripts (official certified pdf).

What is the charge for a transcript?

Transcripts are $2.75 per copy. Additional fees apply for express delivery of paper transcripts.

What forms of payment are accepted for a transcript?

At the payment stage in placing your online order, a credit or debit cards will be required in order to process your transcript request. The card is charged only after the order is complete.

Can I attach a required form/document to a transcript order?

You will have an option to upload the required form(s) that must be attached to your official transcript as part of your order process.

What is an electronic transcript?

An electronic transcript (e-transcript) is an official certified pdf document securely delivered electronically to the email address of the recipient you designate.

When I order an e-transcript will I be notified when it is sent?

Order updates are sent to your email address at each step in the ordering and delivery process. You will also receive notification when the recipient opens your e-transcript.

Can I have an e-transcript sent to myself?

Yes, e-transcripts can be sent to anyone with an email address. The e-transcript can be opened during the 30 day period starting at delivery.

What is the processing and delivery time for official transcripts?

E-transcripts are normally delivered within an hour of the order being completed. If there is a problem, you will be notified by email. Paper transcripts will normally be processed within one business day of the order (24 hours) being placed.
Can I send my official transcript to more than one destination?

Yes. As you make your request online and after you have selected the first destination for your transcript, select “Save and Add Another.”

I have a transcript hold on my record. Can I request my official transcript?

You will be able to request an official transcript with a hold on your record, but the transcript will not be sent until the hold has been resolved to the satisfaction of the holding department/office.

If I request "Hold for Grades" on my transcript order, what will happen?

We will not send your transcript until after the faculty grade reporting deadline. See the current Academic Services Calendar (http://registrar.wfu.edu/academic-calendar/) for grade reporting dates.

If I request "Hold for Degree" on my transcript order, what will happen?

We will not send your transcript until after your earned degree has been added to your academic record. This is always after your degree has been conferred. See the current Academic Services Calendar (http://registrar.wfu.edu/academic-calendar/) for the degree posting dates.