



Ordering an Official Transcript

Last edit date: 10/15/2024

This document provides instructions for current and former students to order an official transcript. Current classes that are in-progress and not yet graded will not show on transcript. If a term has recently ended, wait until grades are posted to order a transcript.

NOTE: Some holds prevent students from accessing transcripts. View the [“Holds” card](#) on your RamPortal home page for Hold information.

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[Navigation – Former students](#)

[Navigation - Current Students](#)

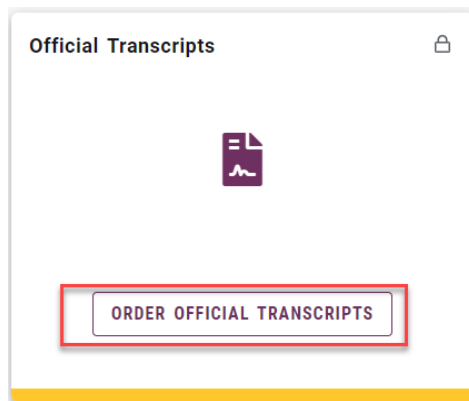
[Order Your Transcript](#)

NAVIGATION – Former Students (No longer taking courses or have graduated.)

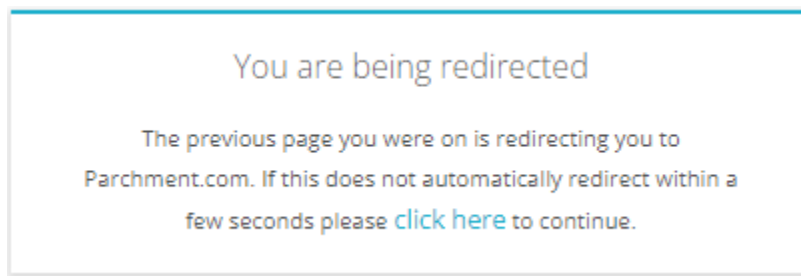
- [Log in to “Parchment”](#) to create an account.
- All students who are no longer active (haven't completed a course in a semester or more or have graduated) MUST order via our partner service, Parchment.
- Continue to the [“Order Your Transcript”](#) section below.

NAVIGATION – Current Students (Taking courses or have recently taken courses.)

- Log into RamPortal – ramportal.wcupa.edu
- The [RamPortal Home Page Navigation.docx](#) provides basic navigation instructions.
- Locate the “Official Transcripts” card which should be locked on your RamPortal home page.
- Click “Order Official Transcripts”.
- This link will open the Parchment storefront in a new browser tab.



- Note: Students with certain holds on their account will be able to order a transcript, but it will not be processed until the record is reviewed by the appropriate office. You will see if an order is on hold within your Parchment account.
- From RamPortal, the student will be redirected to the Parchment website.



ORDER YOUR TRANSCRIPT

- The first time ordering a transcript from Parchment, the student must set up an account. The student will be asked to verify information that is needed to validate identity.
- The student will be asked to enter an email that will be used for the account. It is best to use a personal email that would still be active long after the student has finished their school career or changes schools.

Learner Account



West Chester U Of PA - Registrar

25 University Avenue, Registrar Office, West Chester, PA, 19383-0001, US



Ordering your own credentials
or academic records

OR



Ordering on behalf of
someone else

A MESSAGE FROM WEST CHESTER U OF PA - REGISTRAR

Welcome to Parchment. We're offering this service to make ordering transcripts easier for you. It's also more efficient for your school, and will deliver your transcripts to the colleges you choose in the format they prefer.

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](#).

- Enter your personal identifying information for verification.


New Learner Account

West Chester U Of PA - Registrar
25 University Avenue, Registrar Office, West Chester, PA, 19383-0001, US




Ordering your own credentials
or academic records

OR



Ordering on behalf of
someone else

ENTER YOUR PERSONAL INFORMATION

bethshearn111@gmail.com 

* First Name	Middle Name	* Last Name
* Month Of Birth ▼	* Day Of Birth ▼	* Year Of Birth ▼

* Highest Level Of Education ▼

ENTER YOUR CONTACT INFORMATION

- Once the identifying information has been entered, click the “Create Account & Continue” button.

ENTER YOUR CONTACT INFORMATION

* Cell Phone

✓ [REDACTED]

✓ United States of America

✓ [REDACTED]

✓ Address 2

✓ West Chester | ✓ Pennsylvania | ✓ 19380-2358

UNABLE TO VALIDATE ADDRESS

CHOOSE A PASSWORD

✓ [REDACTED] | ✓ [REDACTED]

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](#).

- A confirmation email will be sent so that Parchment can confirm your identity.

Account Confirmation
Cancel X

To create your account, we need to confirm a
valid email address



We just sent you a confirmation email.

To gain access to your account, please check [redacted] and enter the provided registration code below.


Submit

Please check your spam folder if you don't see the email. Having trouble?

[Re-send My Verification Email](#) |
 [Start Over](#) |
 [Parchment Support](#)


* All items marked with a red asterisk are required.

- Add West Chester University to your profile. Regardless of your program, undergraduate, graduate, or both, West Chester University records will come from West Chester University – Registrar’s Office so either option is fine below.



[Edit Profile](#) | [Edit Profile Picture](#)

Order your credentials from over
9000 organizations in our network



Start by adding a school or organization you attended

- Add West Chester University to your profile. Regardless of your program, undergraduate, graduate, or both, West Chester University records will come from West Chester University – Registrar's Office so either option is fine below.



Edit Profile | Edit Profile Picture



Add Your School or Organization

Run a search below to add the school you attended to your account. After adding your school, you can begin ordering transcripts.

West Chester University

Search

[Advanced Search](#)

Add Your School or Organization

Run a search below to add the school you attended to your account. After adding your school, you can begin ordering transcripts.

West Chester University

Search

[Advanced Search](#)

Full transcript is sent so either is fine even if you have both

School/Organization	Location	Type	
West Chester U of PA - Registrar	West Chester, PA, US	College /Graduate	ADD
West Chester U of PA - Registrar	West Chester, PA, US	College /Undergraduate	ADD


- Once Parchment has verified your identity, they must verify that West Chester University has a record of you attending, so during this process, it is important to think of how West Chester University knows you. If you had a different name while attending, there will be a chance to enter here.

Enrollment Information CANCEL X

NAME

DOB

Some additional information related to your enrollment is required below.



West Chester U of PA - Registrar
would like you to provide the following information:

* Are you currently enrolled?
 No, not currently attending

* What was your first year of attendance?

* Year you graduated or left

Your Student ID Number

* Your last 4 SSN [Don't Have One?](#)

* Please verify your name while attending

Other name variation or maiden name

- You have the option to stop here and just have your account set up for future orders. By checking the box, you can return later and order transcripts or a replacement diploma.

Finish creating my Parchment account *without* placing an order right now.

CONTINUE

All items marked with a red asterisk are required.

- If you had a different name while attending, there will be a chance to enter here.


* Please verify your name while attending

Other name variation or maiden name

Middle Name

Last Name

- Once Parchment has all the information necessary to retrieve your records, click on the item that you are seeking.




West Chester U of PA - Registrar

West Chester, PA

[Enrollment Info](#)


You can now get your credentials! Here is what is waiting for you at this organization.

Order Your
Transcript



Order

Order Your
Replacement Diploma



Order

[+ Add Another School or Organization You Attended](#)

- You must let Parchment know where to send the item and it is best to be specific by asking to send directly rather than search Parchment’s address book.

CANCEL ×

Set Delivery Destination

Your order will be sent from **West Chester U of PA - Registrar** to the individual and/or organization at the destination below.

Type the name of the school where you want your transcript to be sent in the search field and you don't know the address. ONLY type WCU in the search if you are applying to a program at WCU.

If you have a specific email address or physical address you must use for your order then choose the blue link below to "sending to myself or another individual". Orders cannot be re-routed so make sure to double check your recipient's address.

Show More ▾

QSearch



OR

👤 [I'm sending to myself or another individual](#) ?

- If you are sending your transcript to an address that is not your own, click on “I am sending this order to another individual” even if it is a general department address.

Where would you like to send the credential?

OR


 I'm sending to myself or another individual 

I am sending this order to myself


- Enter the address of the recipient of your transcript or replacement diploma. Accuracy is of the utmost importance for delivery. You must enter it exactly twice, however, make sure it is the destination that you want.
- **The default for transcripts is electronic. If you or your recipient are unable to receive the electronic version, then make sure to click on the Print & Mailed button to provide a postal address.**

[CANCEL ×](#)

Your order will be sent from **West Chester U of PA - Registrar** 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

- Click Continue to verify your order.
- Verify your order and check all the details of where the transcript is coming from and where it is going.
- If a document must be sent with the transcript, it can be uploaded here as an attachment. Click from the “Purpose” dropdown, make your selection, then click “Add Attachment” and choose a file type.

Purpose

Registrar

Upload an Attachment (5 Page File Limit)

2MB Max File Size

DOC DOCX PDF

- Sign your order in the box provided, type your full name and click the consent box below the name fields.

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

Sign here with mouse or finger

Clear Signature

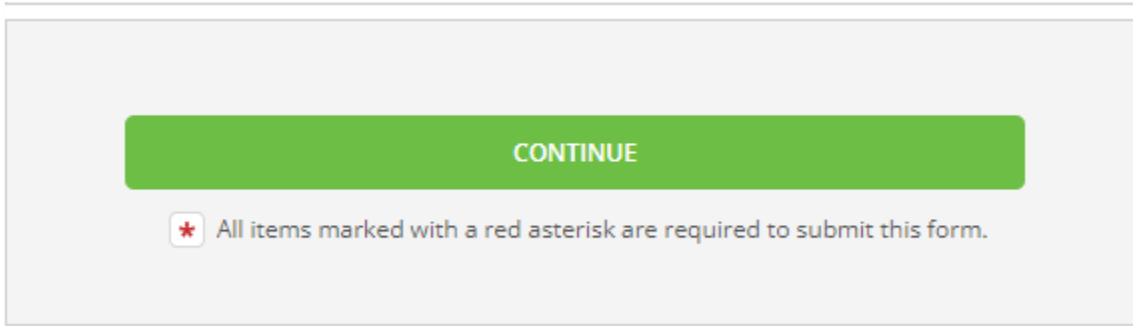
x _____

Type full name as signed above

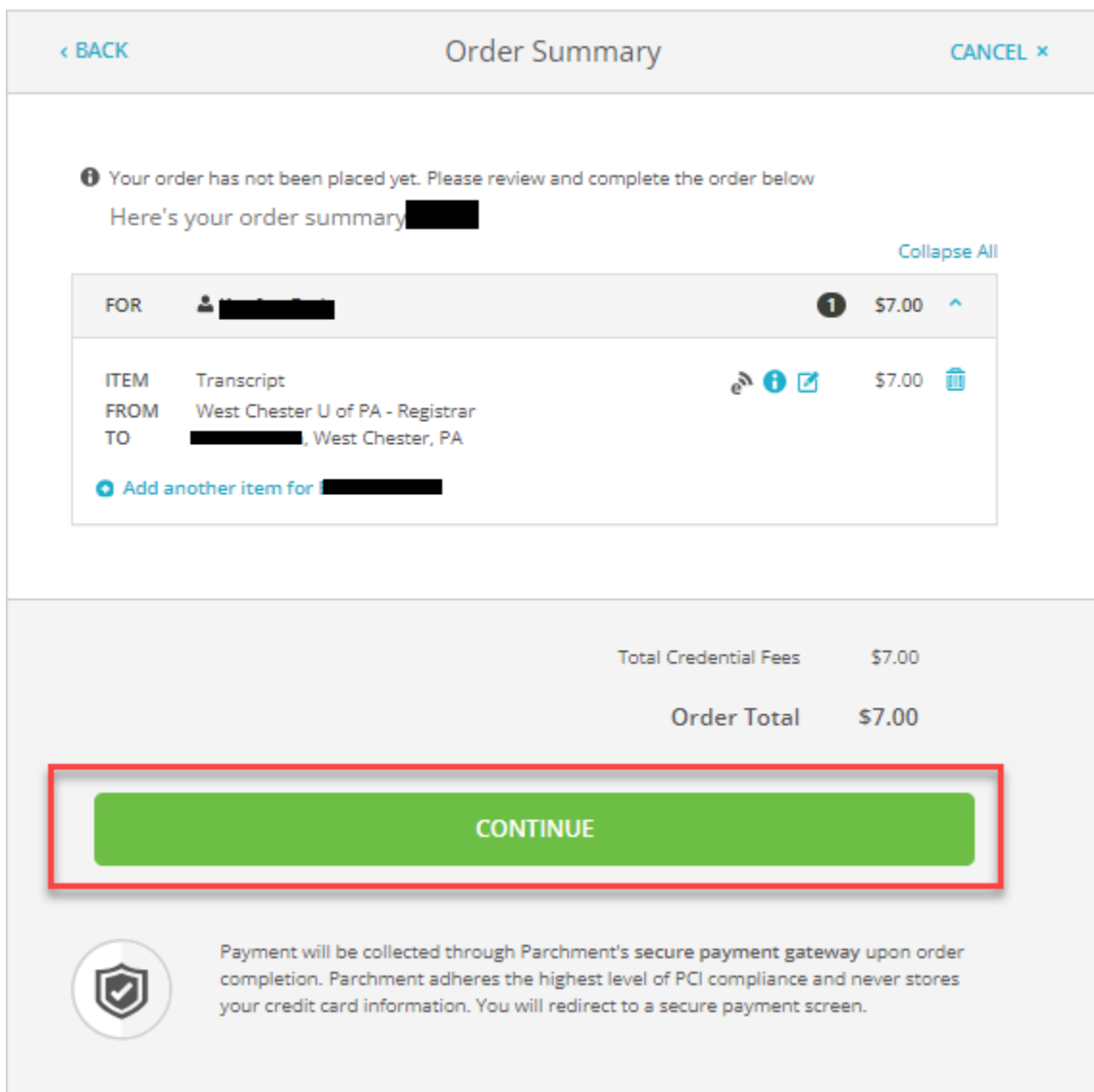
* First Name	Middle Name	* Last Name
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I consent to the disclosure of the credentials and any provided attachments to the delivery recipient, each as I've selected above, and for the purpose identified by me above.

- Click on continue to pay for the order.



- Next, set up your payment. Review the information on the “Order Summary” and click “Continue”



- Almost done!







PARCHMENT SECURE PAYMENT GATEWAY

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

* <input type="text"/>	<input type="text"/>	
* Credit Card Number		
* Exp Month <input type="text"/>	* Exp Year <input type="text"/>	* CVV <input type="text"/>

Order Total: \$7.00
\$7.00 will be charged to this card.

* Phone

Billing Address [↻ Use different billing address](#)

* Country

* Address 1

Address 2

* City <input type="text"/>	State/Province <input type="text"/>	* Postal Code <input type="text"/>
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- Confirmation of your order will come to the email in your Parchment Profile.

Order Confirmation



Parchment <noreply@parchment.com>
To: [Redacted]

parchment

Thank you for your order!

Hi [Redacted]

Your order was placed successfully on 12/02/2022.

Here is your order summary:

Item Ordered:	Transcript
For:	[Redacted]
Document ID:	[Redacted]
Delivery Method:	Electronic
FROM:	TO:
West Chester U of PA - Registrar	State Licensing Department

Once your order has been processed, we will send the official document to its destination.

Thank you,

The Parchment Team

Turn Credentials into Opportunities

Parchment's Privacy Policy and Terms of Use

- If you order an Electronic Transcript, you will receive a message when the transcript is received and viewed.

Credential has been previewed



Parchment <noreply@parchment.com>
To: [redacted]



Your Document Has Been Received

Dear [redacted],

We are pleased to let you know that your requested document **TWKW6EKM** from **West Chester U of PA - Registrar** has been received and viewed by [redacted] on 12/06/2022 01:42 PM UTC.

Thank you for using Parchment!



We're here if you need us

The **Parchment Help Center** knowledgebase is packed with useful help articles, topics, links, FAQs, and support resources. Don't hesitate to **check it out** for anything on your mind.



[Parchment](#) [Privacy Policy](#) [Terms of Use](#)

