

YES User Guide: Transcript Request

Students with an active YES account can request transcripts via YES. Former students who are unable to access YES can order transcripts via the Parchment online ordering system.

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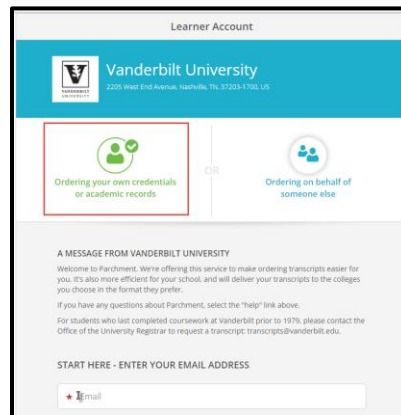
Accessing the Transcript Request Application

<https://www.parchment.com/u/registration/32957/institution>

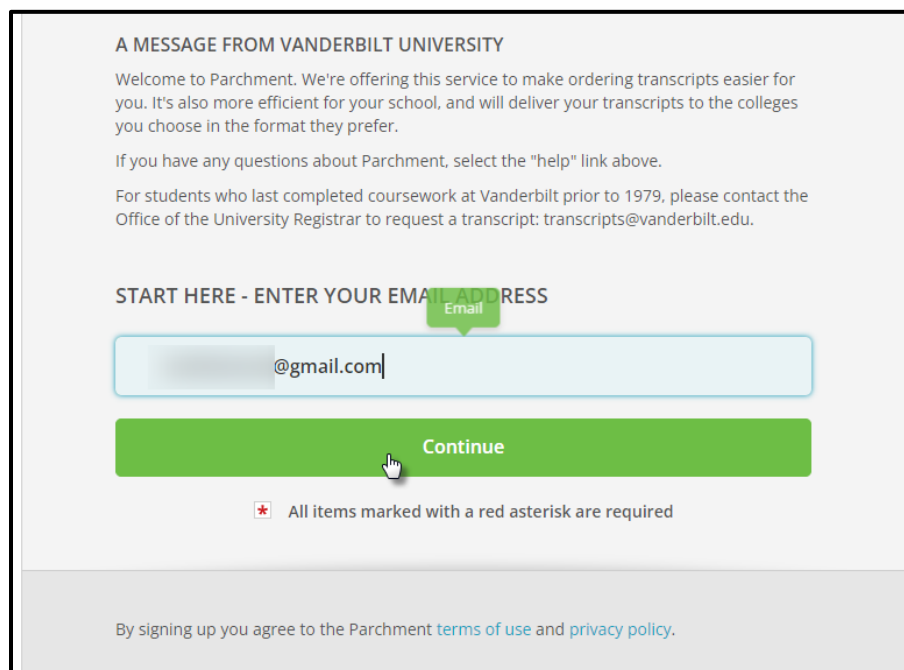
Creating a Profile in the Parchment System

Before you can order a transcript, you must set up a user profile.

1. Select ordering your own credentials or academic records.



2. Enter your email address and select continue.





- Retrieve the code from your confirmation email. Enter in the text box and select submit.

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]@gmail.com and enter the provided registration code below.

* Confirmation Code

Submit

- Enter your personal and contact information.

ENTER YOUR PERSONAL INFORMATION

[redacted]@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

* Cell Phone

United States of America ▼



5. Select No, not currently attending from the Are you currently enrolled drop down and fill out the required fields.

Vanderbilt University
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 [Enter My SSN](#)

☒ I do not have a Social Security Number

* Please verify your name while attending

☐ ☐ Other name variation or maiden name

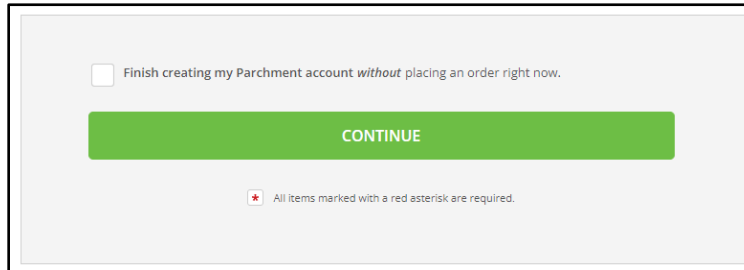
Note: If you attended under a different name than the name showing, enter it in the box below.

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

* Please verify your name while attending

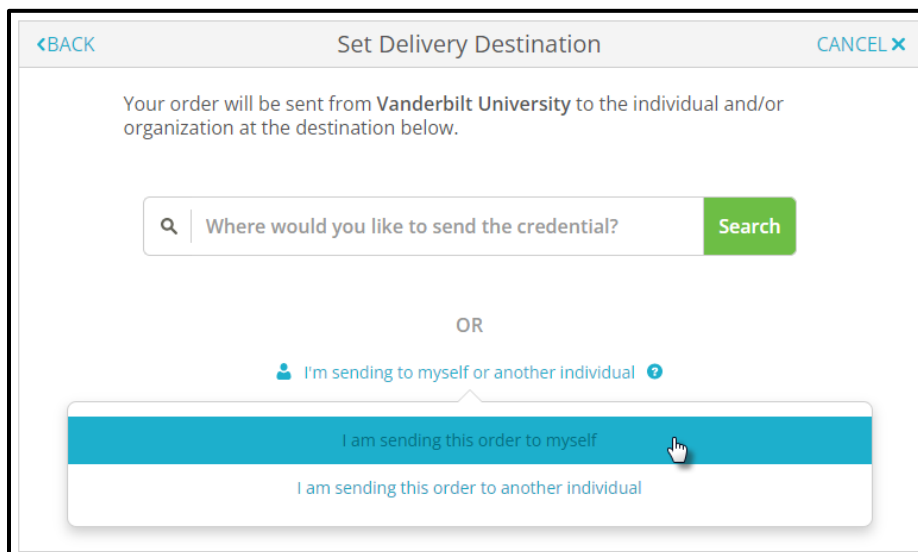
☐ ☒ Other name variation or maiden name

6. Select continue to finish setting up your Parchment account.



Sending a Transcript to an Individual

1. Click on **I'm sending to myself or another individual** and select the correct option from the drop down.







2. Choose the delivery method and fill out the fields below.


Electronic Delivery

[<BACK](#) Set Delivery Destination [CANCEL X](#)

Your order will be sent from Vanderbilt University 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


Local Pickup
In-Person Pickup

RECIPIENT INFORMATION

*

* @gmail.com

* @gmail.com


Continue


[< Back to search](#)


Paper Copy by Mail or FedEx

[<BACK](#) Set Delivery Destination [CANCEL X](#)

Your order will be sent from Vanderbilt University 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


Local Pickup
In-Person Pickup

RECIPIENT INFORMATION

*

Attention



* Country

* Address 1

Address 2

* City State/Province * Postal Code


Need this delivery expedited?


 ☐ Add rush delivery via FedEx 


Additional fees will be applied

Hard Copy In-person Pickup

Your order will be sent from Vanderbilt University 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


Local Pickup
In-Person Pickup

LOCAL PICKUP INFORMATION

This item may be picked up in person at the location listed below. You will receive an email notification when your order is ready to be picked up. **Pickup times and days may vary**, so please check the pickup details listed below for specific instructions or times in which orders can be picked up.

☒ I will be picking this order up myself
☐ I would like to allow another person to pick this order up on my behalf

* [Redacted]

PICKUP DETAILS

* Select


! Select

* Please confirm the following to continue with this option.

☐ I understand that I will receive a notification when my order is ready to be picked up in person at the designated location listed above, and day and time pickup restrictions may apply.

3. Select an item from the Purpose drop down menu and Transcript Type drop down menu. Use the add an attachment button to include additional documentation.


<BACK
Item Details
CANCEL X



TRANSCRIPT

Transcript

For: [Redacted]

 FROM

Vanderbilt University
Nashville, TN

TO

[Redacted]@gmail.com

Delivery Method: **Electronic**

Credential Fee: \$0.00

Item Total: \$0.00

* Purpose

Admission

Medical School Admissions
 Registrar
 Law School Admissions
 Grant or Fellowship
 Admission
 Self
 Undergraduate Admissions
 Scholarship

optional) i

[Add An Attachment](#)

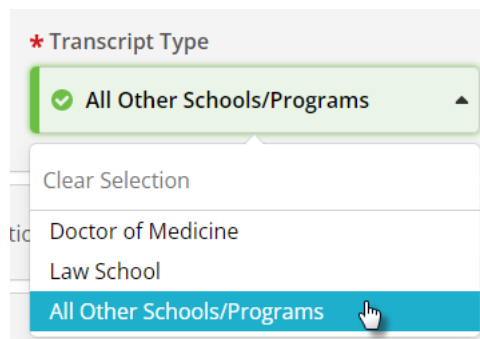
aining to the type of consent that is required

[Clear Signature](#)

Transcript Type

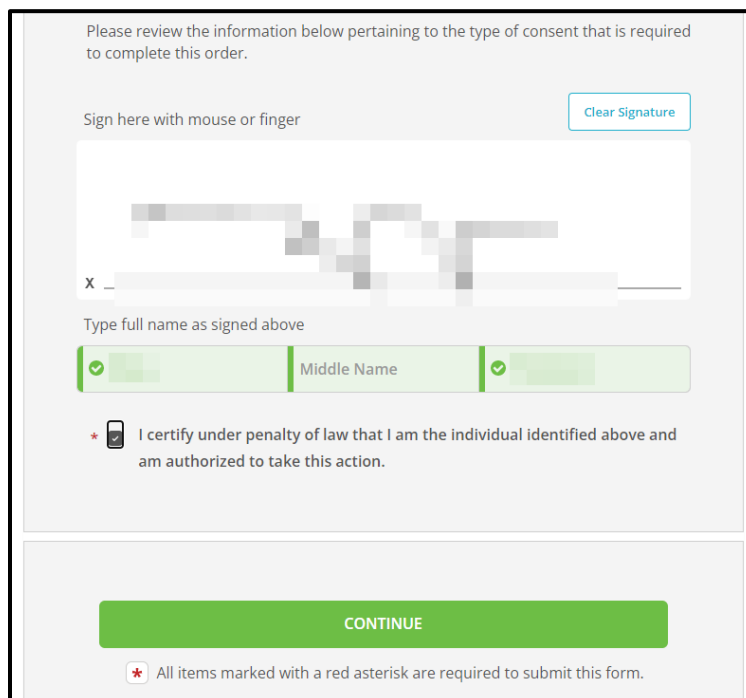
Vanderbilt has three different transcript templates—one for students who attended Vanderbilt University Law School; one for students who attended the Vanderbilt University School of Medicine in the Medical Doctor program; and one for students in all other schools/programs. Please select your transcript type based on the school/program you attended at Vanderbilt.

Please Note: If you completed multiple careers at Vanderbilt that included either Law School or the Medical Doctor program, you will need to order separate transcripts for each career.



A screenshot of a web form titled "Transcript Type" with a red asterisk. The dropdown menu is open, showing three options: "All Other Schools/Programs" (selected with a green checkmark), "Doctor of Medicine", and "Law School". A blue button labeled "All Other Schools/Programs" is visible at the bottom of the dropdown, with a mouse cursor hovering over it. A "Clear Selection" option is also visible at the top of the dropdown menu.

4. Enter your signature in the signature box, check mark the authorization below, and select continue.



A screenshot of a web form section titled "Please review the information below pertaining to the type of consent that is required to complete this order." It includes a "Sign here with mouse or finger" area with a "Clear Signature" button. Below the signature area is a text input field labeled "x". Underneath is a section for "Type full name as signed above" with three input fields: a first name field (selected with a green checkmark), a "Middle Name" field, and a last name field (selected with a green checkmark). Below the name fields is a checkbox labeled "I certify under penalty of law that I am the individual identified above and am authorized to take this action." with a red asterisk. At the bottom is a large green "CONTINUE" button. A footer note states: "All items marked with a red asterisk are required to submit this form."



5. Your order summary will appear. You must select **COMPLETE ORDER** to process the request.

[<BACK](#) Order Summary [CANCEL X](#)

i Your order has not been placed yet. Please review and complete the order below
Here's your order summary [Collapse All](#)

FOR	[Redacted]	1	\$0.00	^
ITEM	Transcript		\$0.00	
FROM	Vanderbilt University			
TO	[Redacted]			

[Add another item for](#) [Redacted]

Total Credential Fees \$0.00
Order Total \$0.00

COMPLETE ORDER

6. Once the order has been placed, you will be taken to the Order Confirmation screen.

Order Confirmation [Print Receipt](#)

Thank you for your order [Redacted] Your order has been placed.

[Collapse All](#)

FOR	[Redacted]	1	\$0.00	^
ITEM	Transcript		\$0.00	
FROM	Vanderbilt University			
TO	[Redacted]			
DID	TW018LKJ			

Order Date: JAN 14, 2022
Placed By: [Redacted]

Total Credential Fees \$0.00
Order Total \$0.00

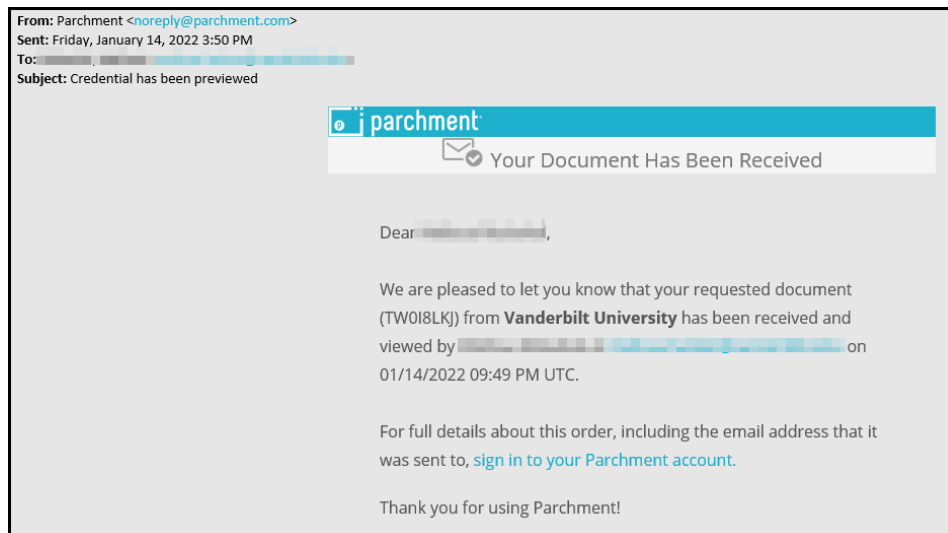
What happens next?

☒ Parchment has processed your order and it's awaiting fulfillment. The sending organization(s) you ordered from will now verify, approve and finish fulfilling this order.

You can view order details and status in MY ORDERS.

[Place Another Order](#) [Continue To Your Account](#)

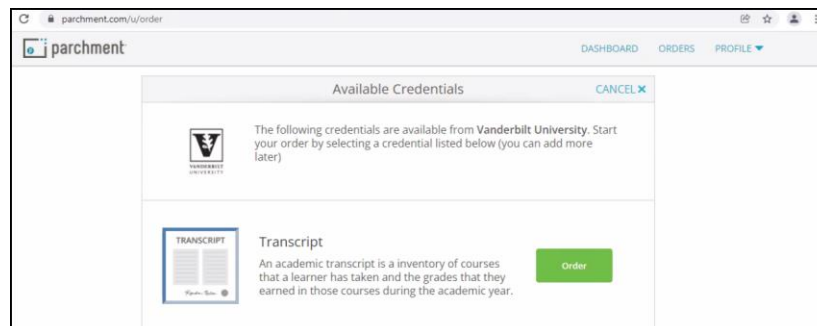
7. Parchment will send an email once the transcript has been viewed.



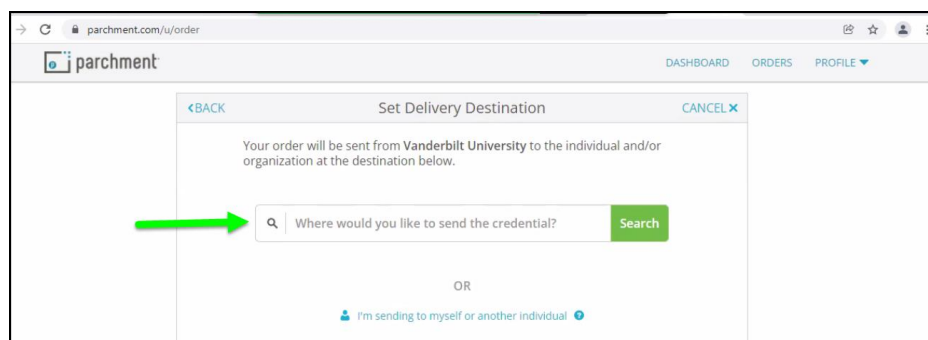
Sending a Transcript to an Organization

If you have already created a Parchment account, log in here:
<https://www.parchment.com/u/auth/login>.

1. To start a transcript request, select order.



2. Search for the organization in the text box.





Note: If the organization does not populate, you may enter your own by selecting the blue button below.

- Depending upon the organization, different text boxes will appear. For example, the LSAC requires an application number. Fill out each box and select the correct transcript type (see Transcript Type, above) from the drop-down menu. Use the add an attachment button to include additional documentation.



4. Enter your signature in the signature box, check mark the authorization below, and select continue.

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

☒ John ☐ Adam ☐ Smith

☒ I certify under penalty of law that I am the individual identified above and am authorized to take this action.

CONTINUE

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

5. Your order summary will appear. You must select **COMPLETE ORDER** to process the request.

[<BACK](#) Order Summary [CANCEL X](#)

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

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

FOR		1	\$0.00	^
ITEM	Transcript		\$0.00	
FROM	Vanderbilt University			
TO				
Add another item for				

Total Credential Fees \$0.00

Order Total \$0.00

COMPLETE ORDER



6. Once the order has been placed, you will be taken to the Order Confirmation screen.

Order Confirmation

Print Receipt

Thank you for your order [redacted] Your order has been placed.

Collapse All

FOR	[redacted]	1	\$0.00	^
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ITEM	Transcript	e	i	\$0.00
FROM	Vanderbilt University			
TO	[redacted]			
DID	TW018LKJ			

Order Date: IAN 14, 2022
Placed By: [redacted]

Total Credential Fees \$0.00
Order Total \$0.00

What happens next?

Parchment has processed your order and it's awaiting fulfillment. The sending organization(s) you ordered from will now verify, approve and finish fulfilling this order.

You can view order details and status in MY ORDERS.

Place Another Order

Continue To Your Account

7. Parchment will send an email once the transcript has been viewed.

From: Parchment <noreply@parchment.com>
Sent: Friday, January 14, 2022 3:50 PM
To: [redacted]
Subject: Credential has been previewed

Your Document Has Been Received

Dear [redacted],

We are pleased to let you know that your requested document (TW018LKJ) from **Vanderbilt University** has been received and viewed by [redacted] on 01/14/2022 09:49 PM UTC.

For full details about this order, including the email address that it was sent to, [sign in to your Parchment account](#).

Thank you for using Parchment!



Checking Order Status

1. From the order confirmation screen, select My Orders.

Order Confirmation [Print Receipt](#)

Thank you for your order. Your order has been placed.

[Collapse All](#)

FOR		
ITEM	Transcript	\$0.00
FROM	Vanderbilt University	
TO		
DID	TW018LKJ	

Order Date: JAN 14, 2022
Placed By: [redacted]

Total Credential Fees \$0.00
Order Total \$0.00

What happens next?

- ☒ Parchment has processed your order and it's awaiting fulfillment. The sending organization(s) you ordered from will now verify, approve and finish fulfilling this order.

You can view order details and status in MY ORDERS.

[Place Another Order](#) [Continue To Your Account](#)

2. From the dashboard, select the Orders header to view order history.

parchment DASHBOARD ORDERS PROFILE

Order History

Need to place a new order
Create new orders from the credential tiles on your dashboard. [Create New Order](#)

Track Orders

Document ID	Status	Recipient	Price	Track
TW018LKJ	Order submitted to Vanderbilt University	Melissa Mukahal	\$0.00	

Where's my transcript?

Order submitted to Vanderbilt University

Your transcript was ordered on January 14, 2022. Vanderbilt University needs to review and approve it before it can be sent.

Document Type: Transcript
Delivery Type: Electronic

Recipient: [redacted]

TW018LKJ Download confirmed Vanderbilt University Registrar \$0.00

Parchment Support

If you need assistance with your official transcript order, the best first step is to log into your Parchment account, then visit the Parchment Help Center. There, you can find answers to frequently asked questions, articles to support your needs, submit a web case for support or contact a Learner Support Representative for assistance. The Support Team is available Monday-Friday, 8 a.m. – 8 p.m. Eastern Time.

Please contact the YES Help Line at yes@vanderbilt.edu or 615-322-7701 if you have questions or need additional assistance.