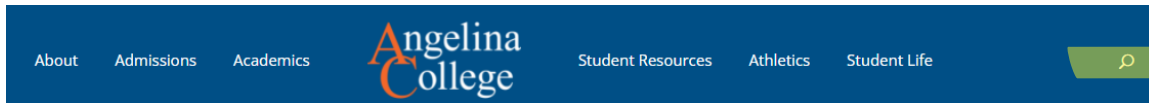




How To: Order an Official Transcript

1. GO TO WWW.ANGELINA.EDU/REQUEST-A-TRANSCRIPT

Or go to www.angelina.edu and search 'transcript'



2. CLICK "ORDER TRANSCRIPT"

How to Request a Transcript

Students can order transcripts on-line 24 hours a day, seven days a week, through Parchment. Students have the ability to have official transcripts sent electronically by .pdf or by mail. Students have the opportunity to send the transcript to another college, an individual or themselves.

Click **Order Transcript**. You will be directed to the Parchment website where you will first create an account. You will then be able to submit your transcript order and pay online. The cost of each transcript is \$5.00.

You will be directed to Parchment platform. You will need to create a free account to request the transcript. Typically transcripts are sent electronically within 24-48 hours.

New User

To request a transcript you must login or register by creating a new account. If you have already registered, please enter your **Email** and **Password** to the left and click **Sign In**.

If this is your first time using the online order system, please click **Create Account** and enter the required information. Once your account is created you will be able to request transcripts online and track the status of your orders.

Create Account

NEED HELP? Please contact the Admissions Office at admissions@angelina.edu