How to Order Official Transcripts Online

Visit https://sanjuancollege.edu/transcripts and click 'Order Official Transcript Electronically'
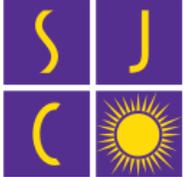
If you are a first time user, you will click 'Create Account' and enter the required information. Returning users may enter login credentials and proceed to 'Sign In' or complete the forgotten password prompts to reset login credentials.

Upon registration/login, you will be directed to choose your destination. You may complete a search to find participating institutions or application services at this point.
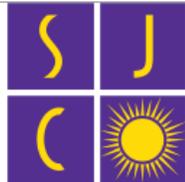
SAN JUAN COLLEGE

1. Login or Register   **2. Select Documents**   3. Order Details   4. Provide Consent   5. Payment   6. Review Order

Where would you like your document(s) sent?

Start by searching for your destination:
Institution Name, Acronym, Location, or Email

University of New Mexico   **Q SEARCH**

Or Send to Yourself, Another Individual, or Third Party

Parchment Ordering Service v2.9
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Privacy Policy. Refund Policy.
01:49pm PST INT01

Enter the recipient and continue to search. You will be directed to select a recipient from the search results list. If your destination is not found, you may click 'Enter Your Own' to proceed. In the following example, University of New Mexico, Albuquerque was selected.

* If you are sending the transcript to an <u>email address</u>, please select 'Send to Yourself, Another Individual or Third Party' and choose 'eTranscript' on the 'Select Documents' screen. You will be prompted to enter a recipient name and email address to continue. Once confirmed, you will be directed to the 'Order Details' screen and continue as the example provided instructs.

* If you are sending the transcript to a <u>physical address</u> or <u>institution not listed</u> in the recipient search, please select 'Send to Yourself, Another Individual or Third Party' and choose 'Paper Transcript - Mailed' on the 'Select Documents' screen. You will be prompted to enter a recipient name and physical address to continue. The ordering system will validate the address and provide order options for processing time and mailing method. Once confirmed, you will be directed to the 'Order Details' screen and continue as the example provided instructs.
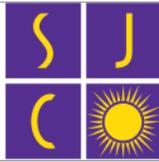
SAN JUAN COLLEGE

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Product Description

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

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 our SIS upgrade will not be able to use this method.**

Destination:	**Document Name:**
University of New Mexico	**eTranscript - $5.00**
Albuquerque, NM 87196-4895	Switch to Mail Delivery

Continue

Order Options

|	
Delivery Mode	**Electronic**
Processing Time ❷	**Now**
	Holds are for current term only
Purpose for Transcript (Optional)	--
Attachment (Optional)	Browse... No file selected.

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 $5.00

Add Another Item

Continue

For recipients in the Parchment network, the institution's preferred method of document transmittal will be listed on the 'Order Details' screen. Current students will also have options on this page to hold transcripts for grades or degrees to post in the current term. An attachment may be provided in this screen – if you are submitting a transcript matching form, letter or recommendation, supplemental documentation, etc., please use this option to provide your documents to the recipient. When your order details are complete, you may continue to review your shopping cart items.
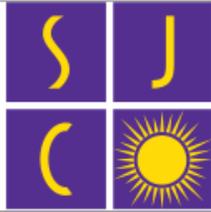
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Your Shopping Cart Contents

Total Items: 1 Amount: $5.00

Qty.	Document Name	Unit	Total	
1	eTranscript	$5.00	**$5.00**	Remove

Delivery Mode - Electronic
Processing Time - Now
Document Date - 11/09/2017 14:00:39
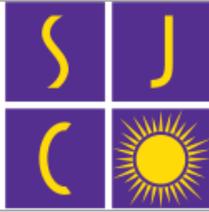**Send To** - University of New Mexico

Sub-Total: $5.00

Update Shopping Cart   Continue Shopping   Checkout

If you would like to order additional transcripts, click 'Continue Shopping' to be directed to the recipient search page. If you are ready to proceed, click 'Checkout' to be directed to the FERPA consent page.

SAN JUAN COLLEGE

1. Login or Register   2. Select Documents   3. Order Details   **4. Provide Consent**   5. Payment   6. Review Order

Consent form to release academic records

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT OF 1974
(FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. FERPA dictates that University staff members may not share any information, other than directory information, with anyone outside of the University system. This includes, but is not limited to, information about grades, disciplinary history and action, health concerns, and the balance in your accounts. Schools may disclose, without consent, "directory" information such as a students name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. Exceptions to this Act are allowed in life-threatening situations. University administrators within the University system may share information about students and residents on a need-to-know basis.

By checking the box below, you represent that you are the student requesting to release your own educational records, and you are providing consent to release your educational records. In compliance with the Family Education Rights and Privacy Act of 1974, all transcript requests MUST BE MADE BY THE STUDENT; no requests can or will be accepted from a third party (including parents). It is the responsibility of the student to assist in their own privacy protection by not allowing access of their educational records to others, including the release of their university personal identification numbers, Student ID or SSN, computer login usernames and passwords, etc.

Please visit the U.S. Department of Educations website for further information regarding FERPA

☑ I ACCEPT

Next

After reviewing the FERPA information, please check 'I ACCEPT' and click 'Next' to proceed to payment.
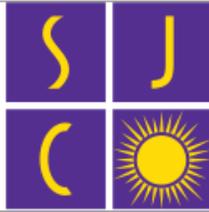
SAN JUAN COLLEGE

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5. Payment
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Payment Method

We accept: VISA MasterCard DISCOVER

Card Owner's Name: Any Student

Test Card Number: 4111111111111111

Expiration Date: January   2026

CVV Number (More Info)   111

Note: When payment is made with a credit card, the order will appear as "Parchment" on the credit card statement.

Billing Address:

Your billing address is shown below. The billing address should match the address on your credit card statement. You can change the billing address by clicking the *Change Address* button.
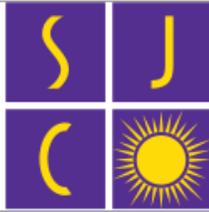
Any Student
4601 College Blvd
Farmington, NM 87402
United States

Change Billing Address

Back   Next

Enter your credit card information and review your billing address. Once complete, click 'Next' to continue.

SAN JUAN COLLEGE

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Confirm Your Billing Info:

Test Credit Card: Visa

Card Owner's Name:	Any Student
Test Card Number:	4111XXXXXXXX1111
Expiration Date:	January, 2026
CVV Number (More Info)	111

[Edit Payment Information]

Billing Address: (*Must match the address associated with your credit card)

Any Student
4601 College Blvd
Farmington, NM 87402
United States

[Edit Billing Address]

Confirm Your Document Request:

Document Name	Qty.	Unit Price	Total
eTranscript	1	$5.00	$5.00
Delivery Mode - Electronic			
Processing Time - Now			
Document Date - 11/09/2017 14:00:39			
Send To - University of New Mexico			
		Sub-Total:	$5.00
		Total:	$5.00

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.

[Back]   [Confirm]

Review your order and click 'Confirm' to proceed. You will receive an order number and email receipt upon completion.