

## OFFICIAL AND UNOFFICIAL TRANSCRIPTS

*No official or unofficial transcripts are sent if the student has a financial obligation outstanding with the University, including a Perkins Loan.*

Current students, alumni, and former students can now order official transcripts and remit payment through an online service called Parchment. With this service, you can utilize these new features:

- Receive a text message once the order is processed.
- Receive an email notification once the transcript is sent or ready for pick up.
- Track the status of your order.
- Payment is not charged until the transcript order is processed.
- Order a transcript to be sent electronically.

### Transcript ordering fees:

Official e-Transcript Fee (per transcript)	\$8
Unofficial e-Transcript Fee (per transcript)	\$6
Paper Transcript Fee (per transcript-Pickup)	\$8.50
Paper Transcript Fee (per transcript-Mailed)	\$9

### Standard Processing Time

Standard processing time is 1–2 business days from receipt of the transcript order. Allow 2-3 days for processing transcripts at the beginning and end of the semester (during the months of August, December, January, and May). Transcript fees cannot be billed to your Fisk University account.

### REQUEST TRANSCRIPTS

Below, you will find a Video Tutorial on how to set up your Parchment account and upload other necessary documents that are required along with your transcript.

### VIDEO TUTORIAL

**\*\*\*NOTE: Please use either Mozilla Firefox or Google Chrome as your internet browser. \*\*\***

The Office of the Registrar staff is focused on helping students progress to their next education or career milestone. Please feel free to contact us anytime with questions or concerns at [registrar@fisk.edu](mailto:registrar@fisk.edu).