Ordering Transcripts Via Parchment

Go to this website to order from the Middle Tennessee State University store:
https://www.parchment.com/u/registration/34525/institution

You will be prompted to enter your email address for either the account you already created or a new account. If you already created an account, you’ll be prompted to enter your password on the following page and can skip to the ordering section. If you have not created an account before, you’ll be prompted to do so on the next page.

Please note that third party ordering is disabled, so only the STUDENT can order their own records. You may not create an account or order a transcript for someone else.
When creating a new account, you’ll be prompted to enter your information and create a password for your account. Please note there are a number of required fields to enter.

**ENTER YOUR PERSONAL INFORMATION**

- 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
- Address 1
- Address 2
- City
- State/Province
- Postal Code

**CHOOSE A PASSWORD**

- Password
- Retype Password

[CREATE ACCOUNT & CONTINUE]
Once created, you will validate your email address.

Once you validate your email address, you’ll be prompted to enter enrollment information. Please note the Student ID Number field is **OPTIONAL**. If you do not know your Student ID, you do not need to enter it here. You can proceed with ordering from here if you choose.
When ordering, you will be given a choice to order a transcript from MTSU. Select “Order.”

Here you can choose to send to a school already in the Parchment system, or select “I’m sending to myself or another individual” to send to a specific email address/person.
You can opt to send the transcript by email or mail, the option will be at the top of the screen.

- If you are sending to a participating Parchment school, you can search by school name and it will send your transcript to the email address or postal address they have on file for that school.

- If you are sending directly to yourself, it will populate your email or postal address used to create the account. Please note that if you send a transcript to yourself that is for personal use and many schools will not accept a transcript that comes from the student.

- If you are sending to another person directly or a school not found on the search list, you’ll be prompted to enter their name and email/postal address (see below).
On the following page you’ll be able to select whether you want to send the transcript immediately or hold it for final grades or degree posting. At MTSU, we only hold for grades or degrees for the current semester. The ordering page where you select your destination will show the dates these transcripts will be released for each instance.

If you do not know your Student ID, click on the words “I do not know or remember my Student ID” to be prompted to enter your Social Security Number instead.
If you need to add an attachment to go with your transcript, this page will allow you to upload additional documents. You’ll be asked to sign your consent and electronic signature. Note again that the student must be the one ordering and consenting to their records being sent.

Following consent, you’ll be prompted to either make your payment or add additional items (you can make multiple orders at once if you choose). Once payment is confirmed, your order will be processed. You can track the progress of your order as well.

If there are any issues retrieving your records or if there is a hold on your account, your order may be delayed. You’ll be contacted if further information is required. If you do not respond to additional requirements within 30 days, your order will be canceled and refunded.

More information about ordering transcripts can be found at https://mtsu.edu/grades-and-transcripts/transcript-request.php. Transcripts can also be printed at our MT One Stop during their open business hours, a photo ID is required. Reach out to them at MTOneStop@mtsu.edu for any questions.