

TRANSCRIPT REQUESTS

All requests for transcripts are processed using the **Parchment Exchange** platform. In order to request your transcript you must set up an account on Parchment.com. Please remember to choose University High School in Irvine, CA.

After you set up your account, please download and read the "[Parchment Guide to Ordering Official Transcripts](#)" (Click on **Customer Support** on the top right corner > **Getting Started** > **Parchment Guide to Ordering Transcripts**). This document outlines the step-by-step process for ordering transcripts. (Please note that UHS DOES NOT supply registration numbers for Parchment accounts.)

If you are applying to colleges using the **Common Application**, please pay particular attention to page 18 of the Guide. There are specific directions for requesting a transcript for your Common Application.

If you are submitting an **individual application directly to a college**, please choose the specific college as the destination for your transcript.

Please note the following:

- When you add your high school to your Parchment account, you will have the option to request a **Free Copy of your transcript**. This copy will then be stored in your account. This transcript will be available for you to view, print, download and share online; **but it cannot** be used as an official transcript.
- The transcript stored in your Parchment account **will not update automatically** when new grades are added to your transcript. Therefore, you will need to request to have the latest version of your transcript uploaded to your account. This could take up to two business days when UHS is in session. **Do not submit multiple request to have your transcript updated** as this will add significantly to the time it takes to process your request.
- **Important Dates:**
 - Now - December 20: initial transcripts are available. **Orders will not process between Dec 21-Jan 4**
 - **January 28:** first semester grades post. Mid-year transcripts are available to order
 - **June 14:** final transcripts are available to order
 - **June 21:** **LAST DAY** to order final transcripts
 - Allow up to **2 business days** for orders to process
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How to request a transcript to be attached to your **Common Application:**

- Create an account at www.commonapp.org and note your **Common App ID**.
- Follow the instructions on the Common App website to invite your counselor to be a **Recommender**.
 - Your Counselor must accept your invitation for be a Recommender.
- Once you have created your Common Application account **and** invited your counselor to be a Recommender, proceed to the "Order your Transcript" section on the Parchment website and follow the instructions.
 - Click "**Order**" under the name of your school
 - Type "Common App" into the search box and click "Select".
 - Enter your **Common App ID** and then continue the ordering process

Once you have a transcript attached to your Common Application you **do not** need to send individual transcripts to colleges to which you apply using the Common Application. However, if you are applying to a special program within the college, you might be asked to forward a transcript to a specific individual or email address. Please see Mrs. Yang in the records office if you have any questions.