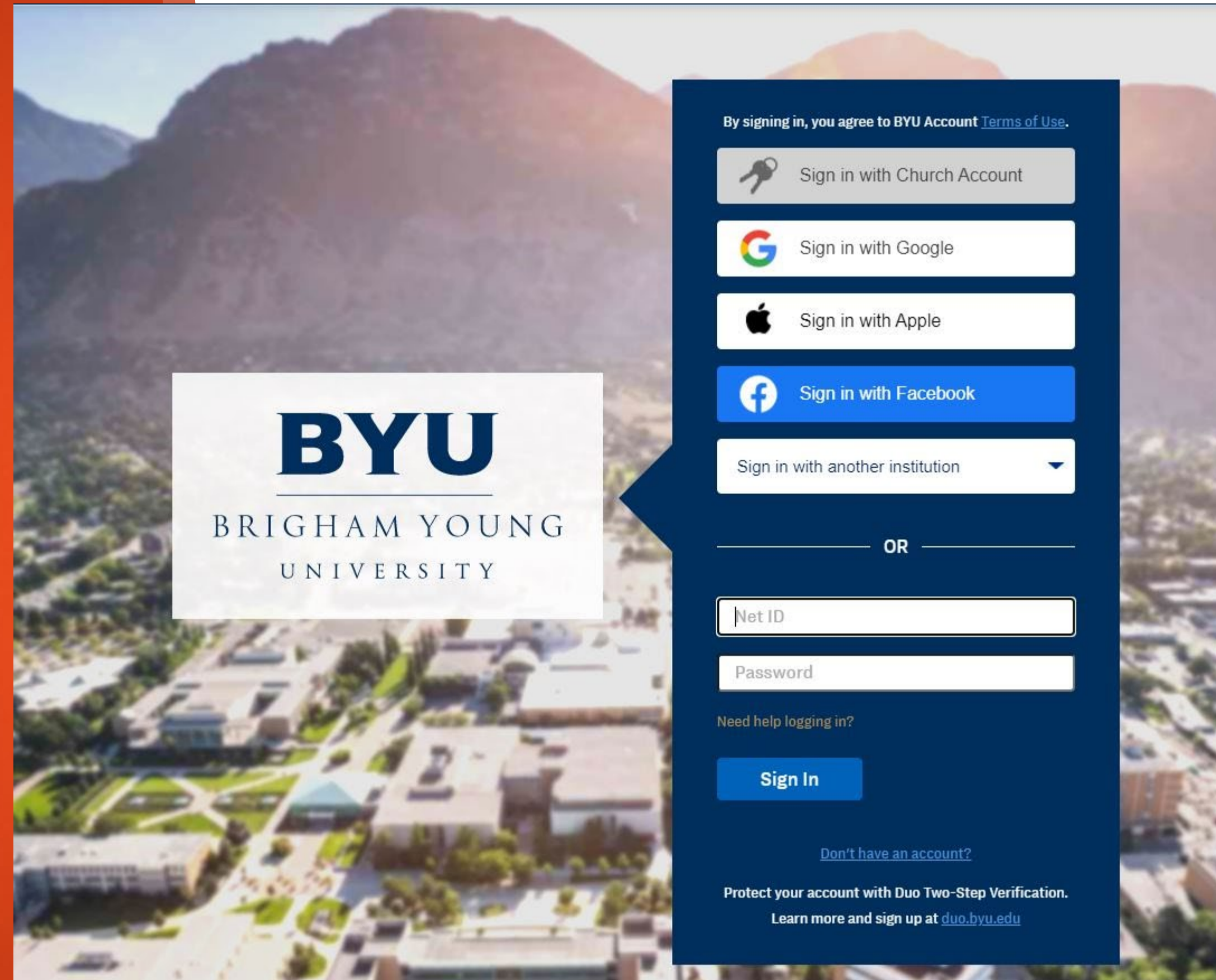


Step 1:

transcripts.byu.edu

Students will start on our website, transcripts.byu.edu. Once there, students will click on the blue button to order a transcript.

Step 2: Sign In



TRANSCRIPT REQUEST

1. Before ordering your BYU transcript, review your academic record.

[REVIEW YOUR RECORD](#)

2. After confirming that your record appears as expected, start a transcript order by clicking the button below. You will be redirected to our third-party transcript provider, Parchment, where you will choose how and where to send your BYU transcript.

[ORDER NOW](#)

If you have questions about your record, please contact the Registrar's Office at [\(801\) 422-2631](tel:8014222631) between 8:00 AM and 5:00 PM Mountain Time or through [YMessage](#).

To see previous orders visit your [Order History](#).

TRANSCRIPT REQUEST

You have a hold on your record. You will not be able to order a transcript until it is cleared.

Hold Description	Beginning Date	Contact Information
Records Hold	17 Jun 2021	Contact the Registrar's Office through YMessage or call (801) 422-2631.

For any other questions related to these holds, contact the Registrar's Office at [\(801\) 422-2631](tel:8014222631) or through [YMessage](#).

To see previous orders visit your [Order History](#).

TRANSCRIPT REQUEST

You have a hold on your record. You will not be able to order a transcript until it is cleared.

Hold Description	Beginning Date	Contact Information
Unedited Record	14 Nov 2019	Because you attended BYU before Fall 1979, your academic record is not available online. If you would like access to your academic work, visit your Record Summary and submit a request for the Registrar's office to update your record. Allow 3-5 days for processing. You will be contacted when complete.

For any other questions related to these holds, contact the Registrar's Office at [\(801\) 422-2631](tel:8014222631) or through [YMessage](#).

To see previous orders visit your [Order History](#).

Step 3: Review Record & Order


Once logged into CAS, students are directed to our splash page, where students are asked to review their record summary (RECSUM) to make sure all their grades are reflected and accurate. Then they can select "Order Now," directing them to our third party ordering system, Parchment.

If a student has an account hold, they will instead see a hold notification (middle picture), which would prevent them from ordering a transcript. If a student has an old record that hasn't been digitized, they will see the notification on the right. Students also cannot proceed if they don't have any grades on their record.

Step 4.1: Creating a New Learner Account

If a student is logging into the new Parchment system for the first time, they will need to create a new learner account. This is a one-time creation and students will not see it for future orders. Students will enter in an email address and click continue.

Learner Account



Brigham Young University

Registrar's Office, B-150 ASB, Provo, UT, 84602, US

A MESSAGE FROM BRIGHAM YOUNG UNIVERSITY

Welcome to Parchment, the efficient ordering system used by Brigham Young University to send your transcripts. If you are a third party, you will need to upload a signed release from the student. You can obtain a fillable release form from our website. Should you need help with the ordering process, feel free to contact the BYU Registrar's office (801-422-2631).

START HERE - ENTER YOUR EMAIL ADDRESS


* All items marked with a red asterisk are required

By signing up you agree to the Parchment [terms of use](#) and [privacy policy](#).


Step 4.2: Enter Student Information - Part 1

They will see this first page of the account creation to enter in some personal information, Name, Date of Birth, phone, address and will create a password. When all the fields have been filled and are green, the student will click create account & continue.

New Learner Account

 **Brigham Young University**
Registrar's Office, B-150 ASB, Provo, UT, 84602, US

ENTER YOUR PERSONAL INFORMATION

byurecords+albusi@gmail.com 

✓ Albus RECORDS TES	✓ Middle Name	✓ Ithaca
✓ July	✓ 21	✓ 1982
✓ Other		

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

* All items marked with a red asterisk are required.


Step 4.3: Enter Student Information – Part 2

The student will then enter in their attendance information and click continue when all fields have been filled.

Enrollment Information CANCEL X

NAME Albus RECORDS TEST Ithaca 
DOB JUL 21, 1982

Some additional information related to your enrollment is required below.



Brigham Young University-Provo
would like you to provide the following information:

* Are you currently enrolled?
 No, not currently attending

* What was your first year of attendance? 2017

* Year you graduated or left 2017

* Please verify your name while attending

Albus RECORDS TEST Ithaca
 Other name variation or maiden name

Finish creating my Parchment account *without* placing an order right now.

CONTINUE

* All items marked with a red asterisk are required.

Step 5: Ordering Screen

Once the learner's account has been created, the student will be directed to the ordering screen of available transcript options. This is where students will be directed automatically if it's not their first time logging in. All transcript types ordered online (except for eTranscripts) have a separate shipping fee. Instructions for notarized and apostille transcripts can be found in the descriptions.

Transcript Types

eTranscript = \$6.00

Paper Transcript - Mailed = \$7.00

Notary - Mailed = \$12.00

Apostille - Mailed = \$12.00

Mail Delivery Fees


Standard= \$2.50

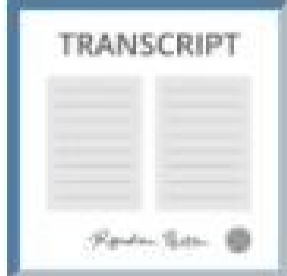
International= \$5.40


FedEx Domestic= \$32.00


FedEx International= \$58.00


Available Credentials CANCEL X

 The following credentials are available from **Brigham Young University**. Start your order by selecting a credential listed below (you can add more later)

 **eTranscript**
Order an official, certified PDF of your transcript. This is the fastest, most secure, and environmentally friendly method to request your transcript. Orders are generally processed within the same da ... [View Full Description](#) Order

 **Paper Transcript - Mailed**
Order an official paper copy of your transcript. Transcripts sent standard mail will be mailed out within 1 business day. Paper transcripts with FedEx shipping will be mailed out same day if the order ... [View Full Description](#) Order

 **Notarized Transcript - Mailed**
Order an official paper copy of your transcript to be notarized. Only request notarization if your recipient requires it. Notarization is the assurance by a duly appointed and impartial Notary Public ... [View Full Description](#) Order

 **Transcript with Apostille**
Order an official paper copy of your transcript with notarization for Apostille authentication. Only request this transcript type if your recipient requires it. An Apostille authenticates the origin o ... [View Full Description](#) Order

Step 6: Where to Send

After students select which type of transcript they'd like to order, they will enter a delivery destination.

They can either search for an institution within the Parchment Network (using the search bar), or they can enter the address (email or mail) manually by selecting **“I’m sending to myself or another individual.”**

<BACK Set Delivery Destination CANCEL X

Your order will be sent from Brigham Young University to the individual and/or organization at the destination below.

STOP! If you already know the recipient's mailing or email address, click the blue 'Send to Yourself, Another Individual, or Third Party' link below.

Where would you like to send the credential? Search

OR

I'm sending to myself or another individual ?

Set Delivery Destination CANCEL X

Your order will be sent from Brigham Young University to the individual and/or organization at the destination below. Select a delivery method for your order

Print & Mailed
Printed On Paper & Mailed

RECIPIENT INFORMATION

* School Name, Business, Person, or Your Name

Attention Phone

* Country

* Address 1

Address 2

* City State/Province * Postal Code

Need this delivery expedited?

Add rush delivery via FedEx FedEx.
Additional fees will be applied

Continue

Back to search


← “I’m sending to myself or another individual” for paper transcripts. Note the option to select expedited shipping at the bottom.

Step 7: Review Order

Students will then see an "Item Details" page containing the product and pricing information for the transcript and destination they requested. If the student selected a transcript that requires shipping, the shipping cost will be included here.

Students can also upload an attachment to their transcript, if needed, on this page.


[←BACK](#) [CANCEL X](#)





eTranscript

For: **Albus RECORDS
TEST Ithaca**

Date of Birth: **Jul 21, 1982**
Last 4 SSN:



 **FROM**
Brigham Young University
Provo, UT

TO
 Albus RECORDS TEST Ithaca
byurecords+albusi@gmail.com

 Delivery Method: **Electronic**

Credential Fee
\$6.00

Item Total
\$6.00

 Would you like to add an attachment file? (optional) 

[Add An Attachment](#)

CONTINUE

Step 8: Add More or Go to Payment

[←BACK](#) [CANCEL X](#)

Order Summary

ⓘ Your order has not been placed yet. Please review and complete the order below
Here's your order summary Albus RECORDS TEST

[Collapse All](#)

FOR	Ithaca, Albus RECORDS TEST	1	\$6.00	^
ITEM	eTranscript		\$6.00	
FROM	Brigham Young University			
TO	Albus RECORDS TEST Ithaca			

[+ Add another item for Albus RECORDS TEST Ithaca](#)

Total Credential Fees	\$6.00
Order Total	\$6.00

[CONTINUE](#)

Step 9: Payment Information



PARCHMENT SECURE PAYMENT GATEWAY

Parchment adheres to the highest level of PCI compliance and never stores your credit card information.

Payment Information

Enter first and last name as it appears on credit card

* Albus RECORDS TEST	Ithaca	
* Credit Card Number		
* Exp Month	* Exp Year	* CVV



Order Total: \$6.00
\$6.00 will be charged to this card.

* Phone

Billing Address

[Use different billing address](#)