

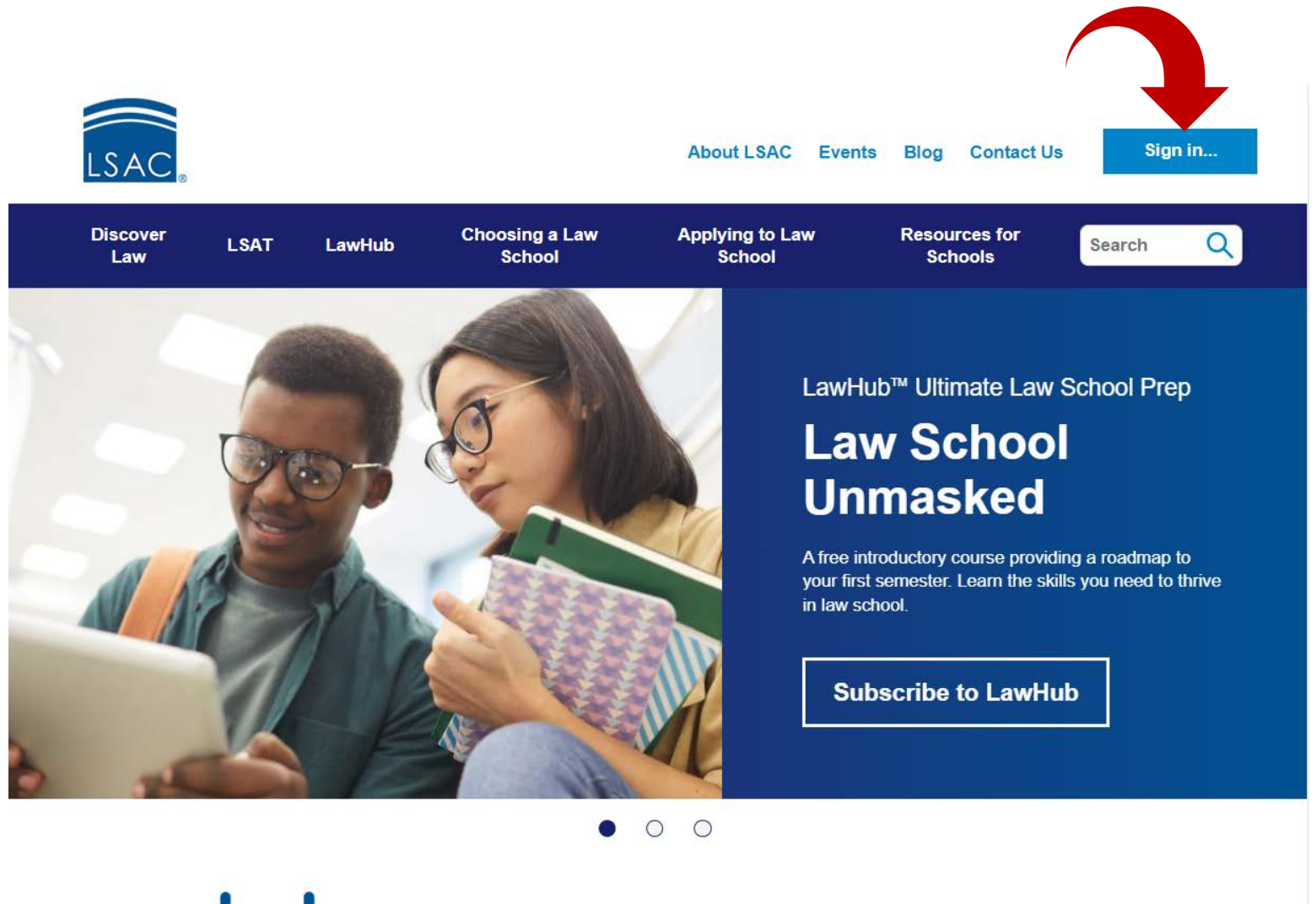
Purchasing CAS and Requesting Transcripts

Step-by-Step Instructions

BYU Pre-Professional Advisement Center

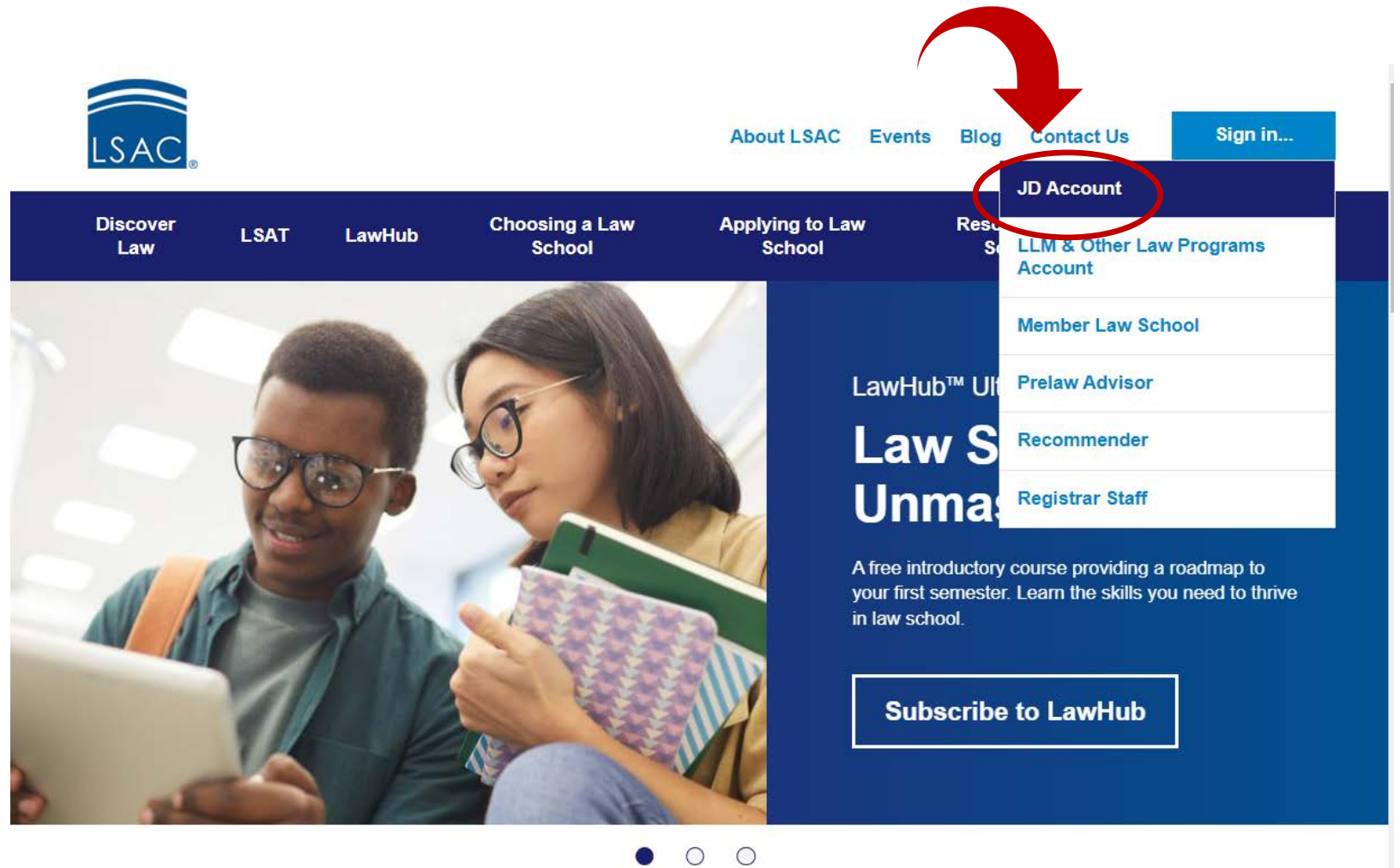
STEP 1:
Visit [LSAC.org](https://lsac.org)

Hover over 'Sign in...' in
the upper right corner.



STEP 2: Select JD Account

Select the 'JD Account' option located on the top of the pop up panel.



STEP 3:

Log Into LSAC Account



Law School Admission Council

Sign In to your LSAC Account

Username

Password

Sign in

[Having trouble logging in?](#)

[Forgot your password?](#)

[Forgot your username?](#)

Don't have an account? [Sign up now](#)

STEP 4:

Click on
“Credentials &
CASSM”

This link will be located
under the ‘My Home’
tab.

LSAC.org Account Access

My Account | Log Out

John Abrams L34026615

My Home | LSAT | Credentials | Applying To Law Schools | Law School Reports | Forums | Cart 0

My Home

- [Register for the LSAT](#)
- [LSAT Writing](#)
- [Credentials & CASSM](#)
- [Search for Schools](#)
- [Khan LSAT Prep \(free\)](#)

Account Profile

[Access general forms here](#)

There are no alerts or messages on your file.

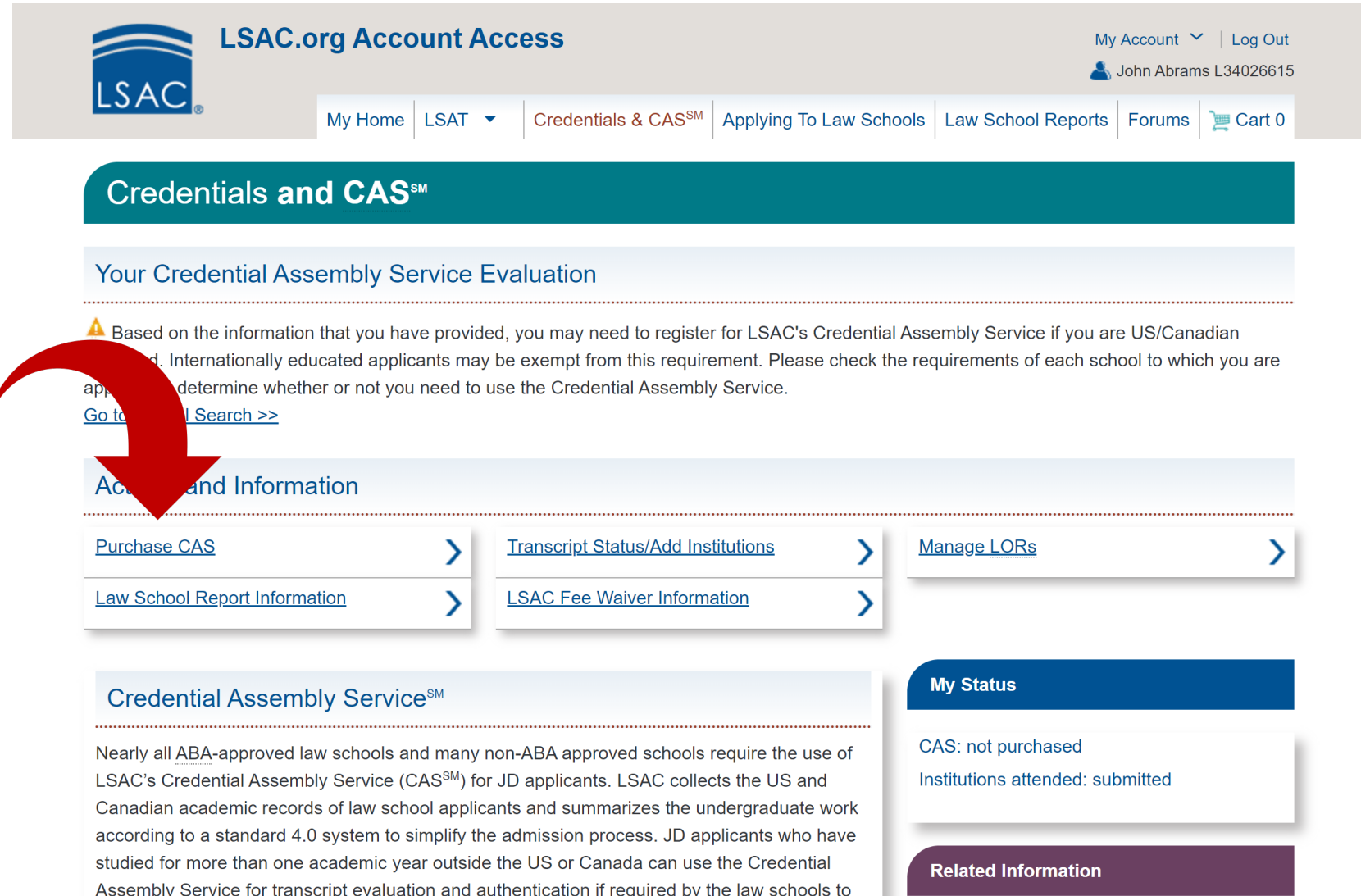
LSAT Registrations

[Register Now](#) [View LSAT Registrations & Statuses](#)

STEP 5:

Click 'Purchase CAS'

Click on the "Purchase CAS" link located under the Actions & Information header. This will redirect you to a page confirming that CAS has been added to your shopping cart.



The screenshot shows the LSAC.org Account Access page. At the top, the LSAC logo is on the left, and the text "LSAC.org Account Access" is in the center. On the right, there are links for "My Account" and "Log Out", along with the user name "John Abrams L34026615". Below this is a navigation bar with links: "My Home", "LSAT", "Credentials & CASSM", "Applying To Law Schools", "Law School Reports", "Forums", and "Cart 0". The main content area has a teal header "Credentials and CASSM". Below this is a section titled "Your Credential Assembly Service Evaluation" with a warning icon and text: "Based on the information that you have provided, you may need to register for LSAC's Credential Assembly Service if you are US/Canadian. Internationally educated applicants may be exempt from this requirement. Please check the requirements of each school to which you are applying to determine whether or not you need to use the Credential Assembly Service. Go to the LSAC Search >>". Below this is a section titled "Actions and Information" with a grid of links: "Purchase CAS", "Transcript Status/Add Institutions", "Manage LORs", "Law School Report Information", and "LSAC Fee Waiver Information". A large red arrow points from the "Purchase CAS" link to the text on the left. Below the grid is a section titled "Credential Assembly ServiceSM" with text: "Nearly all ABA-approved law schools and many non-ABA approved schools require the use of LSAC's Credential Assembly Service (CASSM) for JD applicants. LSAC collects the US and Canadian academic records of law school applicants and summarizes the undergraduate work according to a standard 4.0 system to simplify the admission process. JD applicants who have studied for more than one academic year outside the US or Canada can use the Credential Assembly Service for transcript evaluation and authentication if required by the law schools to". On the right side, there is a "My Status" section with "CAS: not purchased" and "Institutions attended: submitted", and a "Related Information" section at the bottom.

LSAC.org Account Access

My Account | Log Out
John Abrams L34026615

My Home | LSAT | Credentials & CASSM | Applying To Law Schools | Law School Reports | Forums | Cart 0

Credentials and CASSM

Your Credential Assembly Service Evaluation

⚠ Based on the information that you have provided, you may need to register for LSAC's Credential Assembly Service if you are US/Canadian. Internationally educated applicants may be exempt from this requirement. Please check the requirements of each school to which you are applying to determine whether or not you need to use the Credential Assembly Service.
[Go to the LSAC Search >>](#)

Actions and Information

Purchase CAS	Transcript Status/Add Institutions	Manage LORs
Law School Report Information	LSAC Fee Waiver Information	

Credential Assembly ServiceSM

Nearly all ABA-approved law schools and many non-ABA approved schools require the use of LSAC's Credential Assembly Service (CASSM) for JD applicants. LSAC collects the US and Canadian academic records of law school applicants and summarizes the undergraduate work according to a standard 4.0 system to simplify the admission process. JD applicants who have studied for more than one academic year outside the US or Canada can use the Credential Assembly Service for transcript evaluation and authentication if required by the law schools to


My Status

CAS: not purchased
Institutions attended: submitted

Related Information

Verify Addition to Shopping Cart

Make sure that you
receive the following
message & the item
appears in the
shopping cart.

**LSAC.org Account Access**

My Account ▾ | Log Out
John Abrams L34026615

My Home | LSAT ▾ | **Credentials & CASSM** | Applying To Law Schools | Law School Reports | Forums | Cart 1

Credentials and CASSM

Credential Assembly Service (CAS) added to your [shopping cart](#).

Actions and Information

[Transcript Status/Add Institutions](#) > | [Manage LORs](#) > | [Law School Report Information](#) >
[LSAC Fee Waiver Information](#) >

Credential Assembly ServiceSM

Nearly all ABA-approved law schools and many non-ABA approved schools require the use of LSAC's Credential Assembly Service (CASSM) for JD applicants. LSAC collects the US and Canadian academic records of law school applicants and summarizes the undergraduate work according to a standard 4.0 system to simplify the admission process. JD applicants who have studied for more than one academic year outside the US or Canada can use the Credential Assembly Service for transcript evaluation and authentication if required by the law schools to which they are applying.

The Credential Assembly Service (CAS) creates your law school report by combining

My Status

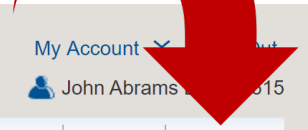
CAS: in cart
Institutions attended: submitted

Related Information


[Requesting Transcripts](#)



STEP 6: Verify Shopping Cart

Click on the shopping cart icon in the top right corner. Make sure that the correct content is in the cart.



LSAC.org Account Access

My Account  John Abrams 12/15

My Home | LSAT  | Credentials & CASSM | Applying To Law Schools | Law School Reports | Forums |  Cart 1

Shopping Cart

Items	Qty	Price	Total
Credential Assembly Service (CAS) remove Item Expiration Date: 07/09/2020 04:15 PM		\$195.00	\$195.00

Do you have a coupon code?

LSAC Services coupon code

[Apply Coupon](#)

Order Summary

Order subtotal:	\$195.00
Total:	\$195.00

STEP 7:

Click 'Checkout'

Once you have verified the contents of your cart proceed to checkout.

Authorizations

By clicking on the "Checkout" button at the bottom of this screen, you authorize LSAC to release information from your LSAC file, including but not limited to the information provided in the online forms, your LSAT score, transcripts of your undergraduate and graduate education, and information regarding any misconduct or irregularities in the admission process. You also authorize the law schools to which you apply to release information from your law school files to LSAC. You further agree that, because of the limited purpose for which the contents of the LSAT are to be made known to you, you have no right to reproduce, distribute, or sell any of that test.

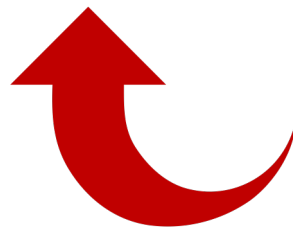
You consent that if you register for the Credential Assembly Service (CAS), LSAC may release certain information from your LSAC files to organizations that provide financial aid to law students unless you have selected the option in your LSAC online profile to withhold this consent. You certify that all the information on this form as well as all information and materials submitted to LSAC for your LSAT and CAS files are complete and accurate. You understand that you are responsible for the completeness and accuracy of all the information you have provided to LSAC.

You certify that you have read [LSAC Policies](#) and agree to be bound by their terms.

Note: If you later decide not to take the LSAT or to cancel your Credential Assembly Service (CAS) registration, you will be subject to LSAC's [refund policy](#).

Checkout


[Return to My Home](#)



STEP 8:

Provide Required CRS Information

Fill in the required information regarding CRS preferences and personal information. Once finished, click 'Continue to Checkout'

**LSAC.org Account Access**

My Account ▾ | Log Out
John Abrams L34026615

My Home | LSAT ▾ | Credentials & CASSM | Applying To Law Schools | Law School Reports | Forums | Cart 1

Candidate Referral Service (CRS)

Before you check out: Don't pass up any opportunity for law schools to find you. You previously chose to participate in the Candidate Referral Service, but at that time you did not provide all of the information law schools need in order to search for you. Please review this screen and provide additional information.

When you are done with your edits use the button on the bottom of the page to *Continue to Checkout*.

Your CRS Preferences

US/Canadian Bachelor's Degree-granting Institution

Edit US/Canadian Bachelor's Degree-granting Institution

Location	Institution
Utah	BRIGHAM YOUNG UNIVERSITY (4019)
Dates attended	Bachelor's degree date
2011 - 2017	April 2017
Degree type	Second major category
BA	Not Indicated

STEP 9:

Agree to Processing Disclosure

If you agree to the
charges, select 'continue'
to proceed.



Electronic Payment Processing Disclosure

Total Amount

The following amount will be charged to your credit card: **\$195.00**

Electronic payment information will be entered on the next screen.

LSAC does not process or store credit card numbers. Once you click **Continue**, you will be directed to a secure third-party processing site to complete the electronic payment transaction. You will not be able to use the Back button on your browser to cancel this transaction.


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STEP 10:

Complete Payment

Fill in the required billing and payment information to complete the CAS purchase.



Billing Information

* Required field

First Name *

John

Last Name *

Abrams

Company Name

Address Line 1 *

3328 WSC

Address Line 2

City *

Provo

Country/Region *

United States of America

State/Province *

Utah

Zip/Postal Code *

84602

Phone Number

Email *

PRELAW@BYU.EDU

Your Order

Total amount

\$195.00

Congratulations!


**You have successfully purchased CAS.
Now it's time to request your transcripts.**

Continue to Step 11

STEP 11:

Return to 'My Home'

Once payment is completed, return to the My Home page to begin transcript process.




LSAC.org Account Access


My Account | Log Out


John Abrams L34026615


My Home | LSAT | Credentials & CASSM | Applying To Law Schools | Law School Reports | Forums | Cart 0


My Home

[Register for the LSAT](#)



[LSAT Writing](#)


[Credentials & CASSM](#)


[Search for Schools](#)


[Khan LSAT Prep \(free\)](#)


Account Profile

 [Access general forms here](#)


There are no alerts or messages on your file. ×

LSAT Registrations

[Register Now](#) [View LSAT Registrations & Statuses](#)

STEP 12:


Click on
Credentials &
CASSM


**LSAC.org Account Access**


My Account ▾ | Log Out
John Abrams L34026615


My Home | LSAT ▾ | Credentials & CASSM | Applying To Law Schools | Law School Reports | Forums | Cart 0


My Home

[Register for the LSAT](#)



[LSAT Writing](#)


[Credentials & CASSM](#)


[Search for Schools](#)


[Khan LSAT Prep \(free\)](#) 

Account Profile

 [Access general forms here](#)


There are no alerts or messages on your file. ×

LSAT Registrations


[Register Now](#) [View LSAT Registrations & Statuses](#)

STEP 13:



Click on
'Transcript
Status/Add
Institution'



LSAC.org Account Access


My Account  | Log Out

John Abrams L34026615


My Home | LSAT  | Credentials & CASSM | Applying To Law Schools | Law School Reports | Forums |  Cart 0


Credentials and CASSM


Your Credential Assembly Service Evaluation


 Based on the information that you have provided, you may need to register for LSAC's Credential Assembly Service if you are US/Canadian educated. Internationally educated applicants may be exempt from this requirement. Please check the requirements of each school to which you are applying to determine whether or not you need to use the Credential Assembly Service.
[Go to School Search >>](#)


Actions and Information

[Purchase CAS](#) 

[Transcript Status/Add Institutions](#) 

[Manage LORs](#) 

[Law School Report Information](#) 

[LSAC Fee Waiver Information](#) 

Credential Assembly ServiceSM

Nearly all ABA-approved law schools and many non-ABA approved schools require the use of LSAC's Credential Assembly Service (CASSM) for JD applicants. LSAC collects the US and Canadian academic records of law school applicants and summarizes the undergraduate work according to a standard 4.0 system to simplify the admission process. JD applicants who have studied for more than one academic year outside the US or Canada can use the Credential Assembly Service for transcript evaluation and authentication if required by the law schools to

My Status

CAS: not purchased

Institutions attended: submitted

Related Information

STEPS 14-20:

Add ALL
Educational
Institutions

Add EVERY school you
have received college
credit from (excluding AP
courses). That includes
BYU, junior colleges, dual-
enrollment, institute
classes, etc.

Graduate Degree-Granting Institution

Add Graduate Degree-Granting Institution

Enter the highest graduate degree you received (or will receive) from a US, US territory, US Associated State, or Canadian institution.

Other Institutions

Add Other Institution

Add other institutions you attended in the US, US territories, US Associated States, or Canada.

International Institutions

Add International Institution

Add international institutions.

Requesting Transcript Information

Law schools require transcripts from the following institutions you have attended:

- Community Colleges
- Undergraduate & Graduate Institutions
- Law, Medical, or Professional Institutions
- Institutions Attended for Summer or Evening Courses
- Institutions Attended Though a Degree was Never Received
- High School Dual-Enrollment Courses
- Institutions that clearly sponsored Overseas Study
- International Transcripts

Requesting Transcript Information

Transcripts must be sent from institutions even if:

- Credit was transferred from an institution and it appears on another institution's transcript.
- The institution is closed. (These transcripts are usually maintained by the department of higher education or by another school in the state in which the school was located, so you will need to contact the state's department of higher education. For international transcripts, contact the Ministry of Education in the country where the school was located.)
- "Withdraw," "incomplete," etc., are the only grades listed.
- You have just enrolled. (Request that the registrar's office send a transcript of courses "in progress" or a statement of current enrollment. The document must bear the official registrar's seal.)

STEP 15:

Scroll to 'Graduate Degree-Granting Institution' header

Click here to add the institution from which you will receive your bachelor degree.



Graduate Degree-Granting Institution

Add Graduate Degree-Granting Institution

Enter the highest graduate degree you received (or will receive) from a US, US territory, US Associated State, or Canadian institution.

Other Institutions

Add Other Institution

Add other institutions you attended in the US, US territories, US Associated States, or Canada.

International Institutions

Add International Institution

Add international institutions.

STEP 16:

Provide Institution Information

Add required information and then click 'Submit' to complete the step.

Credential Assembly Service Institutions Attended

* Indicates a required field.

Add Graduate Degree-Granting Institution

GRADUATE DEGREE-GRANTING INSTITUTION

* Location

Select a geographic area

Select a location

* Institution

Select an institution

[Institution not listed](#)

Use this link if your institution is not listed.

* Attended (from year - to year)

yyyy

yyyy

from year (yyyy) - To year (yyyy)

* Degree date (month / yyyy)

Select a month

/ yyyy

* Degree type

Select a degree

Submit

[Cancel](#)

STEP 17:

Add ALL Other Institutions

After adding the degree-granting institution you will need to add any other institutions in which you have attended.

This includes dual enrollment in high school as well as community colleges.



Graduate Degree-Granting Institution

Add Graduate Degree-Granting Institution

Enter the highest graduate degree you received (or will receive) from a US, US territory, US Associated State, or Canadian institution.

Other Institutions

Add Other Institution

Add other institutions you attended in the US, US territories, US Associated States, or Canada.

International Institutions

Add International Institution

Add international institutions.

STEP 18:

Provide Institution Information

Add required information and then click 'Submit' to complete the step.

Credential Assembly Service Institutions Attended

* Indicates a required field.

Add Other Institution

OTHER INSTITUTION

* Location

Select a geographic area

Select a location

* Institution

Select an institution

[Institution not listed](#)

Use this link if your institution is not listed.

* Attended (from year - to year)

yyyy

yyyy

from year (yyyy) - To year (yyyy)

* Level attended

Select

Choose Graduate for any undergraduate courses taken after you received your first bachelor's degree.

* Financial obligation

Select

Select **Yes** only if you have an outstanding financial obligation at the listed school that prevents you from obtaining a transcript. Please note that student loans are not considered financial obligations. Only select **yes** if you owe money directly to the listed school. If this school is the only undergraduate institution you attended, or if you have attended multiple undergraduate institutions and have outstanding financial obligations with all of them, a CAS report cannot be produced for you.

Submit

[Cancel](#)

STEP 19:

Add Any International Institutions



Graduate Degree-Granting Institution

Add Graduate Degree-Granting Institution

Enter the highest graduate degree you received (or will receive) from a US, US territory, US Associated State, or Canadian institution.

Other Institutions

Add Other Institution

Add other institutions you attended in the US, US territories, US Associated States, or Canada.

International Institutions

Add International Institution

Add international institutions.

STEP 20:

Provide Institution Information

Add required information from the International institution then click 'Submit' to complete the step.

International Institutions Attended

* Indicates a required field.

Add International Institution

Please provide information about an institution you attended in a country other than the US, its territories, its associated states, or Canada. Add this institution as an international institution "only if" you were directly enrolled and the total amount of work you completed at all international institutions combined is "more than the equivalent of one year of bachelor's-level study" in the US, its territories, its associated states, or Canada.

Do not list an institution associated with study abroad, consortiums, or exchange programs that are *clearly sponsored* by a US/Canadian institution.



INTERNATIONAL INSTITUTION

☐ My Bachelor's Degree-granting Institution

* Location

Select a country

* Institution

Select an institution

[Institution not listed](#)

Use this link if your institution is not listed.

* Attended (month/yyyy)

Select a month

yyyy

to

Select a month

yyyy

Field of study (major)

Degree, title, diploma, or certificate pursued or awarded

Date awarded (month, day, yyyy)

Select a month

Select a day

yyyy


Submit

[Cancel](#)

STEP 21:

Return to 'My Home'

Once you've added all relevant institutions, return to the My Home page to request transcripts.





LSAC.ORG Account Access


My Account | Log Out
John Abrams L34026615


My Home | LSAT | Credentials & CASSM | Applying To Law Schools | Law School Reports | Forums | Cart 0


My Home

[Register for the LSAT](#)



[LSAT Writing](#)


[Credentials & CASSM](#)


[Search for Schools](#)


[Khan LSAT Prep \(free\)](#)


Account Profile

 [Access general forms here](#)

There are no alerts or messages on your file. ×

LSAT Registrations

[Register Now](#) [View LSAT Registrations & Statuses](#)

STEP 22:

Scroll to Credential Assembly Service and select 'Manage Institutions & Transcripts'

Credential Assembly Service (CAS)

[Purchase CAS](#)[Manage Institutions & Transcripts](#)[Manage Letters of Recommendation](#)

CAS Status:
⚠ Not Purchased

Institutions Submitted Status:
Submitted on 06/22/2016

Transcripts

⚠ Received 0 of 1 transcripts. Due to the volume of documents we receive, we cannot confirm receipt of a transcript until it is processed into your file.

Not Received

US/Canadian Institution	Level
BRIGHAM YOUNG UNIVERSITY	Undergraduate

[? Information about requesting transcripts](#)

Letters of Recommendation (LORs)

⚠ Received 0 of 4 letters (does not include letters from hidden recommenders)

Not Received

STEP 23:

Scroll down.

Transcripts

To add an institution you have attended, click on the applicable Add Institution button below and follow the directions. To make a correction write to LSACinfo@LSAC.org.

Actions and Information

[Get Adobe® Reader®](#)



[View/Edit TOEFL / IELTS Scores](#)



About Transcripts

LSAC's Credential Assembly Service (CAS) includes the processing of your undergraduate and graduate transcripts once you have them sent directly to LSAC from each institution you attended.

It is your responsibility to request an official copy of all required transcripts to be sent to LSAC directly from each institution you attended.

To avoid delays in processing, please use LSAC's Transcript Request Forms to request your transcripts from the institutions you attended, unless your school uses one of the following electronic transfer services: National Student Clearinghouse, Credentials Solutions, Parchment, or SCRIP-SAFE. The forms become available after you register for the Credential Assembly Service and enter Information about your institutions.

Important

My Status

Transcripts Received: **0**

Transcripts Not Received: **1**

Note: Due to high volumes, we cannot confirm receipt of a transcript until it is processed into your file.

[Academic Summary Report](#)

Related Information

[Requesting Transcripts](#)



STEP 24:

Request online transcript or printable transcript

- If you choose the print option, it will be your responsibility to personally deliver the form to the Enrollment Services office.
- If requesting online transcript, continue to step 25. If printing, skip to step 50.

Bachelor's Degree-Granting Institution	
BRIGHAM YOUNG UNIVERSITY (4019)	
First major:	Degree type:
COMMUNICATIONS	BA
Second major:	Degree date:
	April 2017
GPA:	Transcript received:
3.50 to 3.74/mostly As	No
Transcript processed:	
Transcript - Choose one method:	
Request a transcript online: Request a transcript online:	
- OR -	
Download printable Transcript Request Form: Transcript Request Form	
Edit	
Graduate Degree-Granting Institution	

STEP 25:

Click 'Request a transcript online'

Bachelor's Degree-Granting Institution

BRIGHAM YOUNG UNIVERSITY (4019)

First major:

COMMUNICATIONS

Second major:

Degree type:

BA

Degree date:

April 2017

GPA:

3.50 to 3.74/mostly As

Transcript received:

No

Transcript - Choose one method:

Request a transcript online: [Request a transcript online:](#)

- OR -

Download printable Transcript Request Form:

[Transcript Request Form](#)

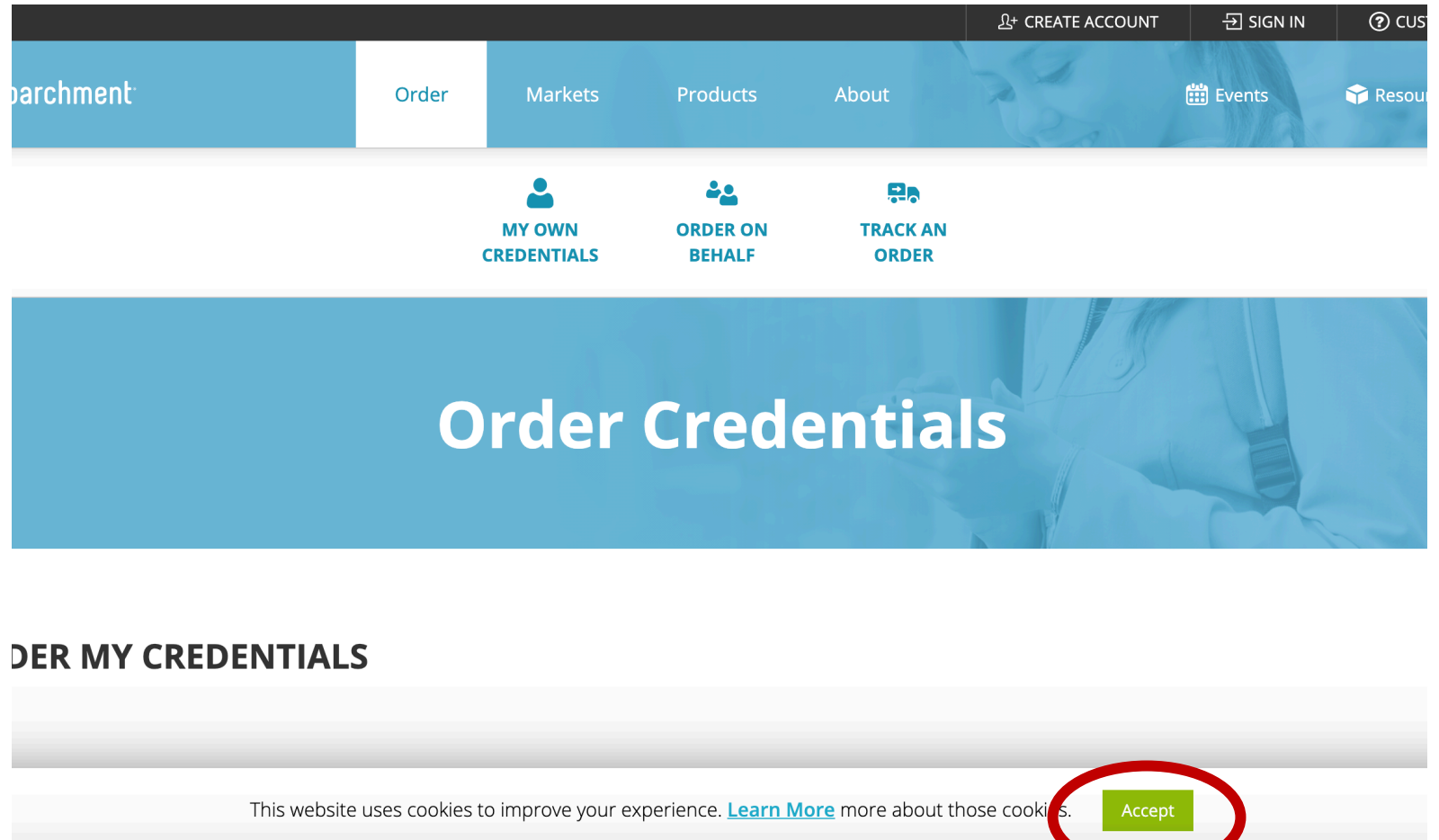
Transcript processed:

Edit

Graduate Degree-Granting Institution

STEP 26:

Click 'Accept'



The screenshot shows the top navigation bar of the Archment website. The 'Order' tab is selected. Below the navigation bar, there are three icons: 'MY OWN CREDENTIALS', 'ORDER ON BEHALF', and 'TRACK AN ORDER'. The main heading 'Order Credentials' is displayed in a large blue banner. Below this, the text 'DER MY CREDENTIALS' is visible. At the bottom, a cookie consent banner is shown with the text 'This website uses cookies to improve your experience. [Learn More](#) more about those cookies.' and a green 'Accept' button. The 'Accept' button is circled in red, and a large red arrow points to it.

Archment

Order Markets Products About

Events Resou

MY OWN CREDENTIALS ORDER ON BEHALF TRACK AN ORDER


Order Credentials

DER MY CREDENTIALS

This website uses cookies to improve your experience. [Learn More](#) more about those cookies.

Accept

STEP 27:
Click 'Learn More'




[Order](#)

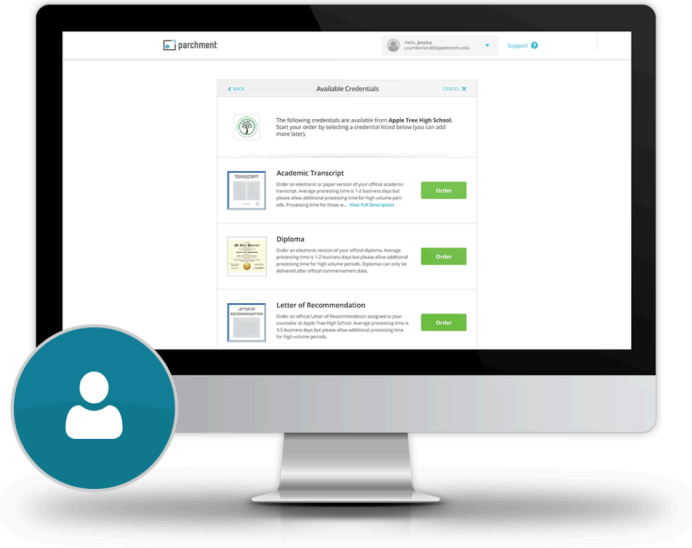
[Markets](#)

[Products](#)

[About](#)

 [Events](#)

ORDER MY CREDENTIALS

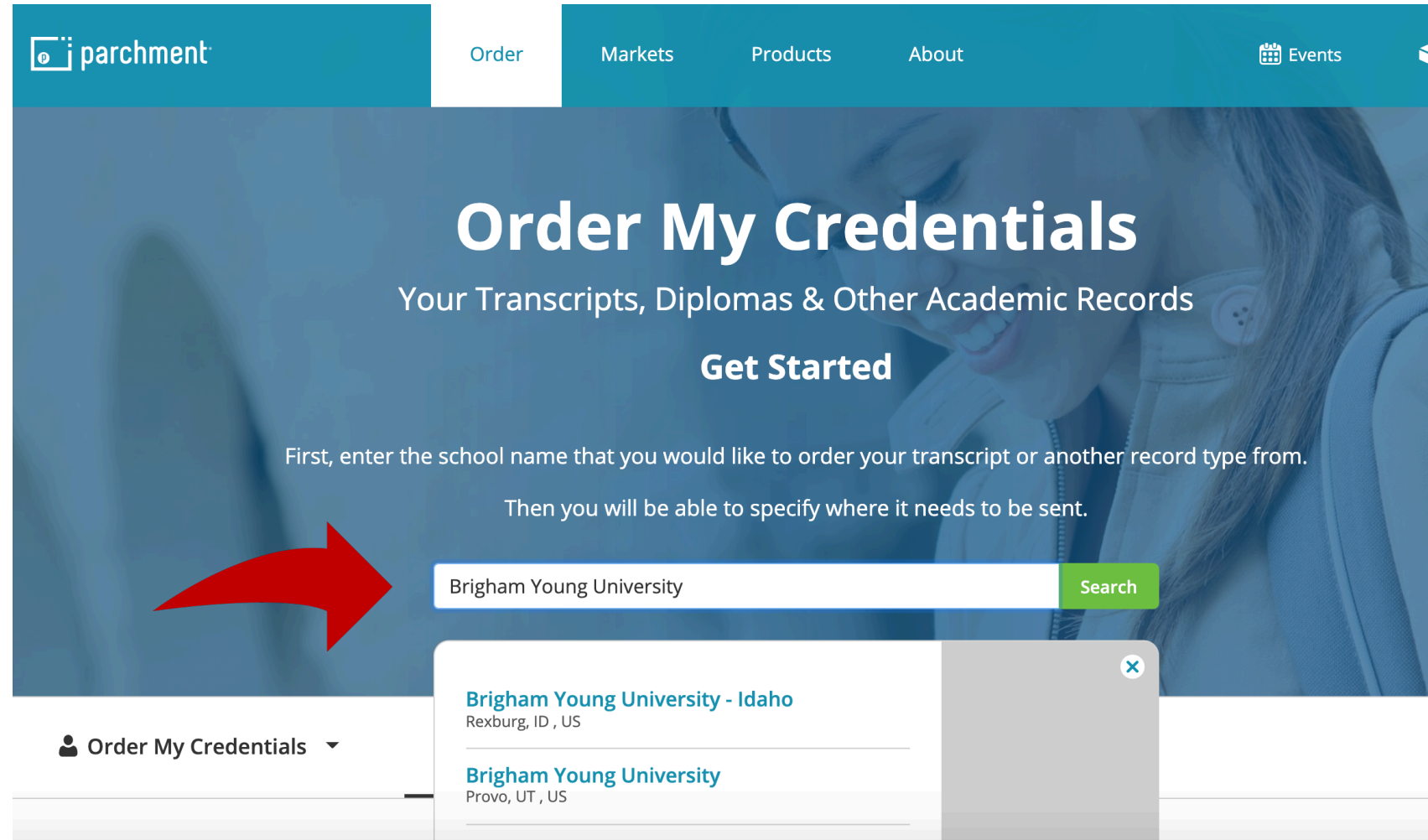


Your Credentials

Your transcript and diploma are the key to opening the doors to opportunities. Getting into college, earning a scholarship, gaining employment – even just receiving a discount on your car insurance. Do all of this and more by placing your order. You’ve earned them, these credentials are yours.

[Learn More](#)

STEP 28:
Enter your
school name
(BYU) in the
search bar.



The screenshot shows the Parchment website's 'Order My Credentials' page. The header includes the Parchment logo and navigation links for Order, Markets, Products, About, and Events. The main heading is 'Order My Credentials' with the subtitle 'Your Transcripts, Diplomas & Other Academic Records'. Below this is a 'Get Started' button and instructions: 'First, enter the school name that you would like to order your transcript or another record type from. Then you will be able to specify where it needs to be sent.' A search bar contains the text 'Brigham Young University', and a red arrow points to it. A green 'Search' button is to the right of the search bar. Below the search bar, a dropdown menu is open, showing two results: 'Brigham Young University - Idaho' (Rexburg, ID, US) and 'Brigham Young University' (Provo, UT, US). The bottom of the page features a user profile section with a person icon and the text 'Order My Credentials' with a dropdown arrow.

parchment

Order Markets Products About Events

Order My Credentials

Your Transcripts, Diplomas & Other Academic Records

Get Started

First, enter the school name that you would like to order your transcript or another record type from.

Then you will be able to specify where it needs to be sent.

Brigham Young University **Search**

Brigham Young University - Idaho
Rexburg, ID , US

Brigham Young University
Provo, UT , US

Order My Credentials ▾

STEP 29:
Select your
school.

Search Our Member Directory

Search

Brigham Young University - Idaho

Rexburg, ID , US

Brigham Young University

Provo, UT , US

Whitney M Young Magnet High School

Chicago, IL , US

Wyvetter Young Alternate Center for Education

East Saint Louis, IL , US

Harberger Young Scholars Academy

Type


CO

Address


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

u/registration/pid/32796

STEP 30:
Select 'I need to
order my own
credentials.' Then
press 'Continue.'




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



I need to order
my own credentials

OR



I need to order
someone else's credentials
(Authorization is required)

✓ IN NETWORK

This school has Parchment ordering embedded on their website.
You will be redirected to the school's website to continue with you order.

CONTINUE



STEP 31:

Scroll down.



Transcripts

You can order copies of your official transcript which shows all your BYU coursework. We cannot issue partial transcripts, or "unofficial" transcripts. Orders may not be placed over the phone.

❗ Because [Winter 2020 grades](#) were handled differently, you'll want to double check your [Record Summary](#) before ordering a transcript.

✅ NOTE

Our office is currently closed due to COVID-19. Processing times may take longer than 3-5 business days. We are still available by phone, YMessage, or email. If you believe an in-person appointment is necessary, please contact us. Thank you for your patience.

[ORDER YOUR TRANSCRIPT ONLINE](#)

Order online if you need your transcript mailed or emailed. You will need your Net ID and password. If you do not know your Net ID or password, please contact our office for assistance.

CONTACT US

[Send us a YMessage](#)

Ph: 801-422-2

D-155 ASB



STEP 32:

Be aware of
required fees.



ORDER YOUR TRANSCRIPT ONLINE

Order online if you need your transcript mailed or emailed. You will need your Net ID and password. If you do not know your Net ID or password, please contact our office for assistance.

TRANSCRIPT FEES

eTranscript	\$6.00
Paper Transcript - Mailed	\$7.00
Paper Transcript + Pickup	\$12.00
Paper Transcript + Notary or Apostille	\$12.00

SHIPPING FEES

Standard USPS	\$2.50
USPS International	\$5.00
FedEx Standard Priority - Domestic	\$25.00
FedEx International Priority	\$47.50

Before You Order FAQs

STEP 33:

Scroll down for FAQs.



Before You Order FAQs

What is the processing time?

eTranscripts will be sent within 24 hours. Paper transcripts with standard shipping are sent within 1 business day. Paper transcripts with FedEx shipping are sent same day if the order is received before 12:00 p.m. MST, or the next business day if received after 12:00 p.m.

Do you need recent coursework to show on the transcript?

- If you have recently completed coursework or a degree, make sure it has posted to your official record by checking your [record summary](#) before ordering.

Do you need to pick up a transcript?

Order online and choose the pickup option to get your transcript at D155 ASB (see [campus map](#)).

Are you applying to graduate school?

You are now able to send electronic transcripts to dozens of centralized application services (*e.g. AMCAS, AADSAS, LSAC, etc.*) by ordering an eTranscript. You will need to provide your specific transcript ID number when you place the order.

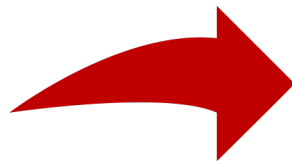
Are you applying to BYU Graduate School?

Order an eTranscript to be sent to yourself. Save the PDF to your computer, then upload it with your graduate school application.

Are you sending a transcript to another CES school?

STEP 34:

Return to top of screen. Click 'Order Your Transcript Online'



You can order copies of your official transcript which shows all your BYU coursework. We cannot issue partial transcripts, or "unofficial" transcripts. Orders may not be placed over the phone.

❗ Because [Winter 2020 grades](#) were handled differently, you'll want to double check your [Record Summary](#) before ordering a transcript.

✔ NOTE

Our office is currently closed due to COVID-19. Processing times may take longer than 3-5 business days. We are still available by phone, YMessage, or email. If you believe an in-person appointment is necessary, please contact us. Thank you for your patience.

[ORDER YOUR TRANSCRIPT ONLINE](#)

Order online if you need your transcript mailed or emailed. You will need your Net ID and password. If you do not know your Net ID or password, please contact our office for assistance.

CONTACT US

[Send us a YMessage](#)

Ph: 801-422-2

D-155 ASB

STEP 35:

Log in and click
'Sign In.'



The image shows the login page for Brigham Young University (BYU). The background is a scenic view of the university campus with mountains in the distance. In the center, there is a white box with the BYU logo and the text "BRIGHAM YOUNG UNIVERSITY". To the right, there is a dark blue sidebar containing the login options. At the top of the sidebar, it says "By signing in, you agree to BYU Account [Terms of Use.](#)". Below this, there are several buttons for signing in: "Sign in with Church Account" (with a key icon), "Sign in with Google" (with the Google logo), "Sign in with Apple" (with the Apple logo), and "Sign in with Facebook" (with the Facebook logo). There is also a dropdown menu labeled "Sign in with another institution". Below these buttons, there is a horizontal line with the word "OR" in the center. Underneath, there are two input fields: the first one contains the text "jabrams" and the second one is a password field with dots. Below the password field, there is a link that says "Need help logging in?". At the bottom of the sidebar, there is a blue button labeled "Sign In". At the very bottom of the sidebar, there is a link that says "Don't have an account?".

By signing in, you agree to BYU Account [Terms of Use.](#)

Sign in with Church Account

Sign in with Google

Sign in with Apple

Sign in with Facebook

Sign in with another institution

OR

jabrams

.....

Need help logging in?

Sign In

[Don't have an account?](#)



STEP 36:

Click 'Review Your Record.'
When the page pops up, review
your transcript as a whole.

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](#).

STEP 37:

After reviewing
your transcript,
click 'Order Now.'

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](#).

STEP 38:

Enter your
personal
information.


1. Login or Register

2. Select Documents

3. Order Details

4. Provide Consent

5. Billing Info

6. Review Order

Address Details

Welcome to the Brigham Young University document ordering site. In order for us to process your document request you will need to provide some information about yourself. This form will only need to be filled out once, any further access will have the information stored for your convenience. Thank you.

Note This information will be used for the following reasons:



- To keep you informed about the status of your order. In addition, your name will be included in the messaging to the recipients of your documents.
- For current billing information
- This information will **not** be sent back to the institution to update their records.

First Name:	<input type="text"/>	*
Middle Name:	<input type="text"/>	
Last Name:	<input type="text"/>	*
Street Address:	<input type="text"/>	*
Address Line 2:	<input type="text"/>	
City:	<input type="text"/>	*(Military Addresses: enter APO, DPO, or FPO)
State/Province:	<input type="text" value="Please select ..."/>	*


STEP 39:

Search only for 'LSAC.' Law schools will not accept transcripts that are not submitted through LSAC.

Home | My Account | Order Status | Support | Contact Us Shopping Cart: \$0 | Sign Out



1. Login or Register


2. Select Documents

3. Order Details


4. Provide Consent

5. Billing Info

6. Review Order

Where would you like your document(s) sent?

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.

 SEARCH

Or [Send to Yourself, Another Individual, or Third Party](#)

Parchment Ordering Service v2.9
Copyright © 2006-2020 **Parchment Inc.** All Rights Reserved.
[Privacy Policy](#). [Refund Policy](#).
11:03pm PDT

STEP 40:

Select 'Law School Admission Council.'



















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

Where would you like your document(s) sent?

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

LSAC

100 Matches Found:

INSTITUTION		LOCATION	
Law School Admission Council		Newtown, PA, US	
University of Michigan-LSA OPPORTUNITY HUB		Ann Arbor, MI, US	
Lac Qui Parle Valley Sec.		Madison, MN, US	
Lac Courte Oreilles Ojibwe College		Hayward, WI, US	
Fond du Lac High School		Fond du Lac, WI, US	
University of Northwestern - UNDERGRADUATE ADMISSIONS ONLY		Saint Paul, MN, US	
Kean University		Union, NJ, US	
Wentworth Institute of Technology: Full-time Undergraduate and Graduate Programs		Boston, MA, US	
William Peace University		Raleigh, NC, US	

STEP 41:

Decide whether to submit electronically or via mail. Review accompanying charges.

Please confirm with your 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 (noreply@parchment.com).

Destination:

Law School Admission Council
Newtown, PA 18940-0993

[Continue](#)

Document Name:

eTranscript - \$6.00
[Switch to Mail Delivery](#)

Order Options

Delivery Mode

Electronic

Purpose for Request *

--

Attachment (Optional)

[Choose File](#) No file chosen

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 \$6.00

[Add Another Item](#)

[Continue](#)

Parchment Ordering Service v2.9

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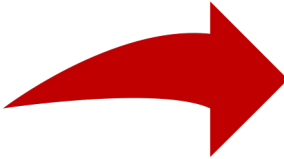
STEP 42:

Click 'Apply for graduate admission.'

Please confirm with your 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 (noreply@parchment.com).

Destination: Law School Admission Council Newtown, PA 18940-0993 Continue	Document Name: eTranscript - \$6.00 Switch to Mail Delivery
---	--

Order Options

Delivery Mode	
Purpose for Request *	
Attachment (Optional)	

Note: Email Providers use filtering systems to reduce spam. Some email providers may not allow them to receive. To make sure that your document emails are not filtered or blocked, please instruct recipients to allow email from Parchment (parchment.com).

[Add Another Item](#)

--
Apply for undergraduate admission
Transfer to another undergraduate institution
✓ Apply for graduate admission
Transfer to another graduate institution
Employment
Licensing/certification
Scholarship/fellowship
Graduate admissions testing (ex: MCAT, LSAT)
Study abroad or summer school
Internship
Military
Personal use
Transfer to another high school
Other
I prefer not to answer

Total \$6.00
[Continue](#)

Parchment Ordering Service v2.9

STEP 43:

Verify

‘Destination’ and

‘Order Options.’

Then click

‘Continue.’

Please confirm with your 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 (noreply@parchment.com).

Destination: Law School Admission Council Newtown, PA 18940-0993 Continue	Document Name: eTranscript - \$6.00 Switch to Mail Delivery
---	--

Order Options

Delivery Mode	Electronic
Purpose for Request *	Apply for graduate admission ▼
Attachment (Optional)	Choose File No file chosen

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).

[Add Another Item](#)Total \$6.00[Continue](#)

Parchment Ordering Service v2.9



STEP 44:

Enter date of birth and LSAC Account Number. Then click 'Confirm.' To find LSAC Account Number, continue to Step 45.

Please confirm with your 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.

Destination:
Law School Admission Council
Newtown, PA 18940

Continue

Order Options

Delivery Mode: **Electronic**

Purpose for Request *: Apply for graduate admission

Attachment (Optional): Choose File No file chosen

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 \$6.00

Add Another Item Continue

Parchment Ordering Service v2.9

Additional Information Needed

Date of Birth: -- -- , ----

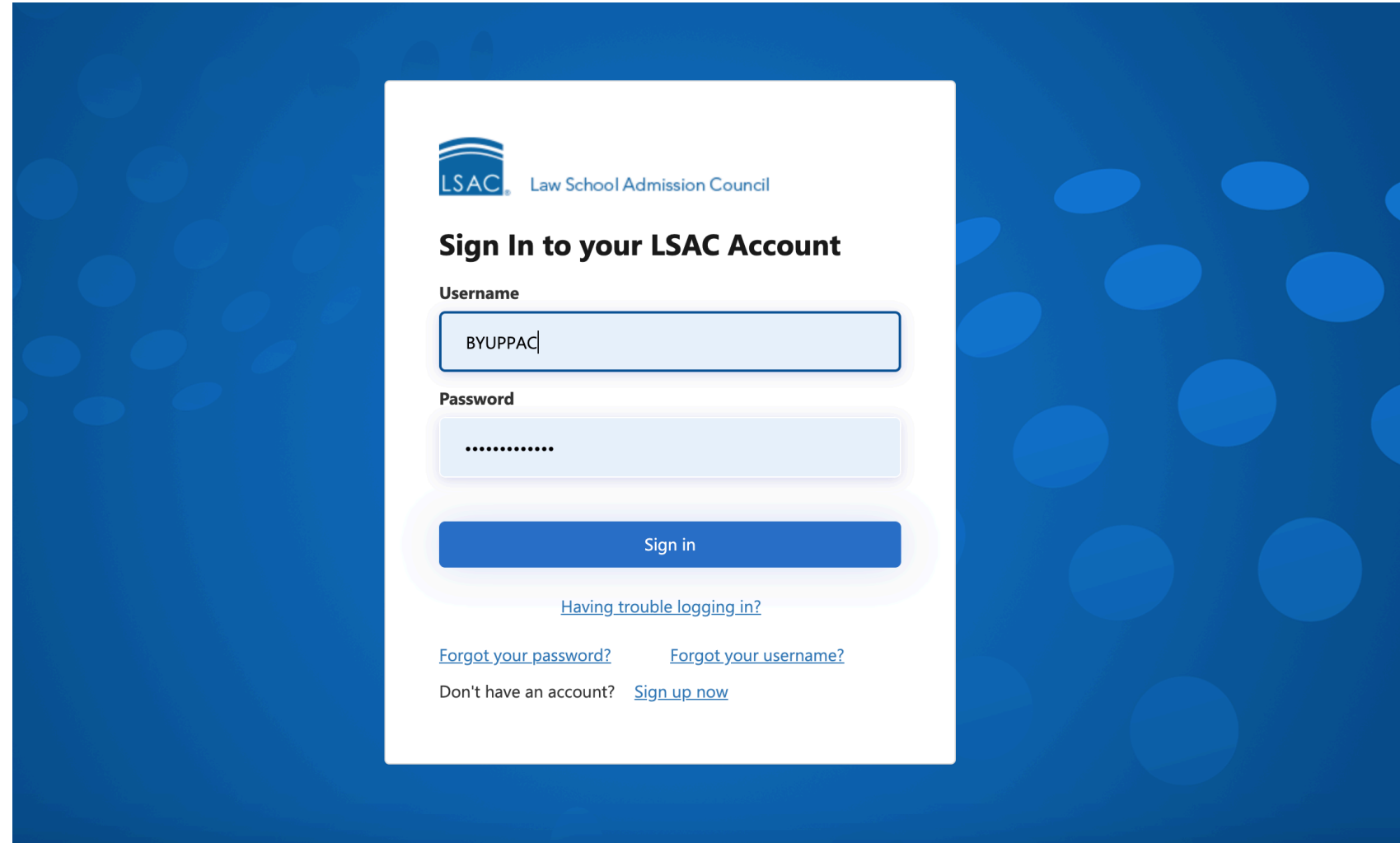
Law School Admission Council requires additional information to accept your eTranscript

LSAC Account Number *

Confirm


STEP 45:

Log into your LSAC Account.


A screenshot of the LSAC (Law School Admission Council) login page. The page has a blue background with a pattern of light blue circles. In the center is a white rectangular box containing the login form. At the top of the box is the LSAC logo, which consists of a blue square with white horizontal lines and the text 'LSAC' in white, followed by 'Law School Admission Council' in a smaller blue font. Below the logo is the heading 'Sign In to your LSAC Account' in bold black text. Underneath the heading are two input fields. The first is labeled 'Username' and contains the text 'BYUPPAC'. The second is labeled 'Password' and contains a series of dots. Below these fields is a blue button with the text 'Sign in' in white. Under the button is a link that says 'Having trouble logging in?'. At the bottom of the box are two more links: 'Forgot your password?' and 'Forgot your username?'. Below these is a final link that says 'Don't have an account? Sign up now'.


STEP 46:


Locate number at top right corner. Copy just the numbers. Exclude any letters in the string.




LSAC.org Account Access


My Account  | Log Out


 John Abrams L34026615


[My Home](#) | [LSAT](#)  | [Credentials & CASSM](#) | [Applying To Law Schools](#) | [Law School Reports](#) | [Forums](#) | [Cart 0](#)



My Home

[Register for the LSAT](#)



[LSAT Writing](#)



[Credentials & CASSM](#)


[Search for Schools](#)


[Khan LSAT Prep \(free\)](#) 


Account Profile

 [Access general forms here](#)

There are no alerts or messages on your file. 

STEP 47:

Paste numbers from LSAC page into Account Number field. Ensure information is correct. Click 'Confirm.'

emails from Parchment (noreply@parchment.com).

Destination:
Law School Admission Council
Newtown, PA 18940

Continue

Order Options

Additional Information Needed ×

Date of Birth: Jun 20, 1997

Law School Admission Council requires additional information to accept your eTranscript

LSAC Account Number * 00000000

Confirm

Attachment (Optional) Choose File No file chosen

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 \$6.00



Add Another Item Continue

Parchment Ordering Service v2.9
Copyright © 2006-2020 Parchment Inc. All Rights Reserved.
[Privacy Policy](#). [Refund Policy](#).
08:54am PDT

STEP 48:

Click 'Next.'


[Home](#) | [My Account](#) | [Order Status](#) | [Support](#) | [Contact Us](#)Shopping Cart: \$6 | [Sign Out](#)



1. Login or Register

2. Select Documents

3. Order Details


4. Provide Consent

5. Billing Info

6. Review Order

Consent Received

You accessed the transcript order site after authenticating through the BYU system and therefore have provided consent to release your academic record. You may proceed to checkout.

Next

Parchment Ordering Service v2.9
Copyright © 2006-2020 **Parchment Inc.** All Rights Reserved.
[Privacy Policy](#). [Refund Policy](#).
08:56am PDT

STEP 49:
Review details.
Click 'Confirm.'
You're done with
your online
transcript
request!

1. Login or Register

2. Select Documents

3. Order Details

4. Provide Consent

5. Billing Info

6. Review Order

Information

Please review your order for accuracy. Attachments cannot be added or removed after the order is submitted. Changes may not be made to this order after it is submitted and all charges are non-refundable.

Confirm Your Document Request:

Document Name	Qty.	Unit Price	Total
eTranscript	1	\$6.00	\$6.00
Delivery Mode - Electronic			
Document Date - 09/12/2020 8:56:07			
Application ID - 40125532			
Purpose For Request - Apply for graduate admission			
Send To - Law School Admission Council			

Sub-Total:

\$6.00

Total:

\$6.00

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

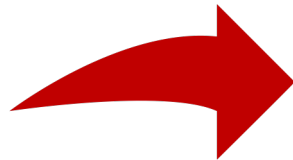
Confirm



STEP 50:

Printable Transcript Request Form

Click 'Transcript Request
Form.'



Bachelor's Degree-Granting Institution

BRIGHAM YOUNG UNIVERSITY (4019)


First major:	Degree type:
COMMUNICATIONS	BA
Second major:	Degree date:
	April 2017
GPA:	Transcript received:
3.50 to 3.74/mostly As	No
Transcript - Choose one method:	Transcript processed:
Request a transcript online: Request a transcript online:	
- OR -	
Download printable Transcript Request Form:	Edit
Transcript Request Form	

Graduate Degree-Granting Institution

STEP 51:

If applicable, indicate whether this is an updated or corrected copy.




	Law School Admission Council 662 Penn Street Box 2000-M Newtown, PA 18940-0993	Transcript Request Form LSAC.org
---	--	---

APPLICANT: This form must be signed and must accompany your transcript in order for Law School Admission Council (LSAC) to match the transcript to your file. You must ask every institution you attended to send an official transcript to LSAC at the address noted above. Transcripts received from any source other than a registrar will not be processed. Please sign this form and forward it to your school registrar. Note: The form is not required if your school submits transcripts to LSAC via an electronic transfer service. The school may charge for this service.

Important: Please verify that the correct form is sent to each institution.

REGISTRAR: Please staple this form to the transcript you are sending to the address above. If the transcript is an updated or corrected copy, please check the appropriate box.

☐ Updated Copy ☐ Corrected Copy



RE: JOHN C. ABRAMS
42 WALLABY WAY
SYDNEY, AUSTRALIA

LSAC account number: L00000000

SSN/SIN: ***.** 0000

To insure privacy and confidentiality, we mask all but the last four digits of your SSN/SIN on this form. If you have chosen not to provide us your SSN/SIN, our system generates a random identifier that begins with "999."

Date of birth: June 20, 1997

Previous last name (that might appear on school records): ABRAMS

STEP 51:


Verify information is correct. Then print form.

You can then take this form to D-155 ASB to have your transcript requested.

You're all done!

REGISTRAR: Please staple this form to the transcript you are sending to the address above. If the transcript is an updated or corrected copy, please check the appropriate box.

☐ Updated Copy ☐ Corrected Copy



RE: JOHN C. ABRAMS
42 WALLABY WAY
SYDNEY, AUSTRALIA

LSAC account number: L000000000
SSN/SIN: ***.**. 0000
To insure privacy and confidentiality, we mask all but the last four digits of your SSN/SIN on this form. If you have chosen not to provide us your SSN/SIN, our system generates a random identifier that begins with "999."

Date of birth: June 20, 1997
Previous last name (that might appear on school records): ABRAMS

Name of Institution: BRIGHAM YOUNG UNIVERSITY
College Code: 0000
Years Attended: 2015 - 2021
Level: Undergraduate

Signature:

ew

type:

date:

21

ot received:

ot processed:

ory, US Associated State, or Canadian institution.

If you have more questions about requesting transcripts the following link may be able to help!

<https://www.lsac.org/applying-law-school/jd-application-process/cas/requesting>

Still have questions?

prelaw@byu.edu

(801) 422-3044