

Order Your Transcripts Today!

Step 1: Login or Register



Go to the Storefront to create an account:

<http://www.langston.edu/academics/services/registrar/transcript-request>

Step 2: Select Destination & Document(s)



Select the destination you would like your documents to be sent:

Organization:

- Search Parchments Receive Network for your destination in the “Search” area
- Select for the organization from the search
- Select from the “Product Type” options available

Send to Yourself, Another Individual, or Third Party:

- Select from the “Product Type” options available

Step 3: Order Details



Select the destination you would like your documents to be sent:

Organization:

- Search Parchments Receive Network for your destination in the “Search” area
- Select for the organization from the search
- Select from the “Product Type” options available

Send to Yourself, Another Individual, or Third Party:

- Select from the “Product Type” options available

Step 4: Provide Consent



Provide electronic consent for the release of your academic records by Langston University to the recipient(s) you have provided.

Step 5: Payment



Provide your payment information.

Step 6: Review Order



Review your complete order before submitting your order. Once your order is successfully submitted, you will receive an Order Receipt.





parchment

Frequently Asked Questions

Q: Am I able to receive an overnight transcript if I am enrolled with a balance?

A: No, you are not able to receive a transcript overnight if you have a balance, but are enrolled.

Q: Why does my order still say “Order Submitted to School”?

A: If your order status says ‘Order submitted to school,’ this means that transcript request has been received, but has not reviewed or processed it yet. If your order has been in this status for more than a few days, contact us a luregistrar@langston.edu. If everything looks ok, we will approve and process your order as requested during the ordering process.

Q: Status says “Download Confirmed,” but the school I’m applying to didn’t receive my electronic transcript.

A: If the status of the order says ‘Download Confirmed,’ this means your transcript was delivered to the school’s Parchment account and a school administrator downloaded it. However, it can easily be downloaded again. You should contact the school to tell them that they can download it again from within their Parchment account. They just go into the History section and search for your Document ID.

Q: Status says “Available for Download,” but the school it was sent to, did not receive your electronic transcript.

A: If the status of the order says ‘Available for Download,’ this means that your transcript was delivered to the school’s Parchment account, but they have not downloaded it yet. You should contact the school to tell them that your transcript is in their Parchment account. You can give them your Document ID to help them locate it.

Q: Status says “Shipped,” but my paper transcript didn’t reach its destination.

A: U.S. Mail typically requires up to seven business days for delivery. Unfortunately, we are only able to track the location of printed transcripts if you selected FedEx overnight delivery.

Q: I put the wrong destination on my order.

A: Due to security reasons, there is no way to change the email or mailing address once you have placed an order. You must submit another order.

Q: I selected overnight/FedEx Delivery, but my order has not been received yet.

A: When you send a paper transcript, you can choose to send it by USPS or overnight delivery. We use FedEx for next-day delivery (if delivered in the USA). Even though you selected overnight delivery, we must approve your order pending no holds and process your order before we can send it. If there is a delay with your order, then it is unlikely that your order will be delivered the next day. FedEx does not deliver on Saturdays or Sundays and they do not deliver to PO Boxes. FedEx will send you an email with a tracking number.

Q: How does the delivery of electronic transcript work?

A: When you place an order for an electronic transcript, the recipient will be able to download an electronic copy of your official transcript. If you send your transcript directly to an email address (so when you place your order, you enter the recipient’s email address), the recipient receives an email with a link in it that takes them to a secure web page where they download the transcript. If you sent your transcript to an in-network school (so when you placed your order, you did not enter an email address, but selected the school when it appeared after you searched for it), the transcript lands in their Parchment account.

Q: I received an email that said the recipient did not confirm the download.

A: This means that the recipient downloaded your transcript, but did not click the Confirm Download button. You should contact them to make sure that they downloaded your transcript successfully. They can still click the Confirm Download button. They simply go back to the original email they received from us, click the link, and then click the Confirm Download button.



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