

ORDERING OFFICIAL TRINE UNIVERSITY TRANSCRIPTS

- Go to www.trine.edu/transcripts
- Click on **Request My Transcript** in the blue box
- Click on **Create Account** –required for first time log-in with the Trine University Parchment account
 - This is NOT the same as your high school Parchment account
 - This is NOT the same as your myPortal account
- Click **Submit** once the information has been completed
- If your email changes, please login to your account and change your information.
- Sending your transcript
 - If you are sending to a College or University in the United States, enter the name in the box and click Select.
Do not enter Trine University in the box.
 - If you're NOT sending to a College or University, click on:
Or Send to Yourself, Another Individual, or Third Party
This option includes if you're sending to yourself.
- Choose how to send your Transcripts
 - Electronic Transcripts (fastest way to get transcripts)
-These can be downloaded 3 times and expire after 30 days.
 - Mailed Paper Transcripts
 - Pickup Paper Transcripts – Must be picked up at the Angola campus in the Registrar's Office in Forman Hall.
All transcripts are official
- Payment
 - Transcripts are \$5.00 per copy
 - Payment can be made by credit or debit card
- A confirmation email is sent when your order has been processed.
- Transcripts **CANNOT** be processed for requesters who have a hold with Trine University (i.e. Business Office, Student Life, Library, and Campus Safety-Parking Violations). You will be notified via email if you have a hold.

Questions? Please contact the Registrar's Office at 260-665-4186.