



YES User Guide: Transcript Request

Students with an active YES account can request transcripts via YES. Former students who are unable to access YES can order transcripts via the Parchment online ordering system.

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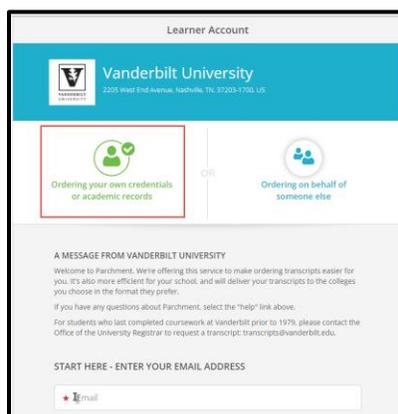
Accessing the Transcript Request Application

<https://www.parchment.com/u/registration/32957/institution>

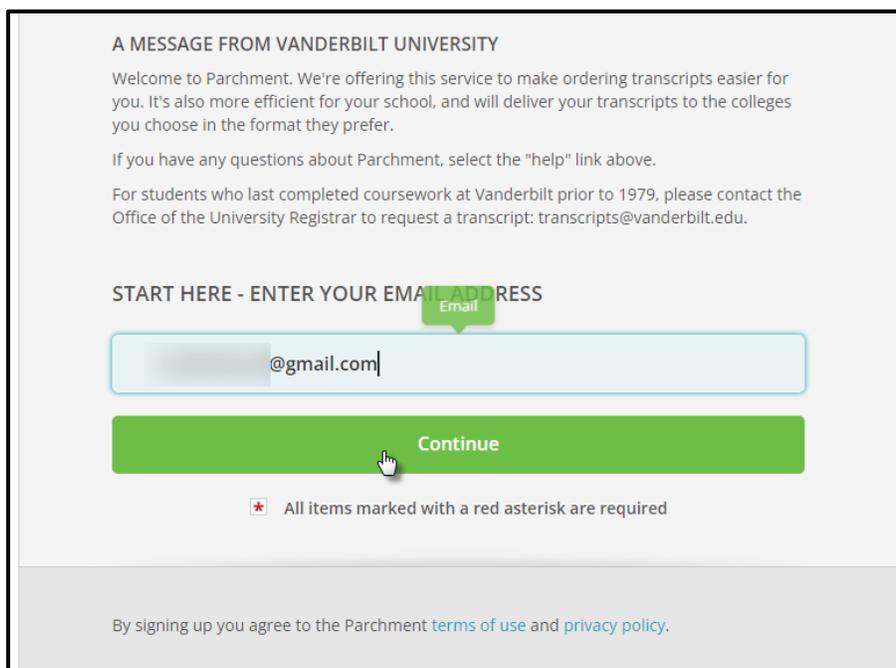
Creating a Profile in the Parchment System

Before you can order a transcript, you must set up a user profile.

1. Select ordering your own credentials or academic records.



2. Enter your email address and select continue.





- Retrieve the code from your confirmation email. Enter in the text box and select submit.

Account Confirmation Cancel X

To create your account, we need to confirm a
valid email address



We just sent you a confirmation email.

To gain access to your account, please check [redacted]@gmail.com and enter the
provided registration code below.

* Confirmation Code Submit

- Enter your personal and contact information.

ENTER YOUR PERSONAL INFORMATION

[redacted]@gmail.com 

* First Name <input type="text"/>	Middle Name <input type="text"/>	* Last Name <input type="text"/>
* Month Of Birth <input type="text"/>	* Day Of Birth <input type="text"/>	* Year Of Birth <input type="text"/>
* Highest Level Of Education <input type="text"/>		

ENTER YOUR CONTACT INFORMATION

* Cell Phone

United States of America



5. Select No, not currently attending from the Are you currently enrolled drop down and fill out the required fields.

Vanderbilt University
would like you to provide the following information:

- * Are you currently enrolled?
 No, not currently attending
- * What was your first year of attendance?
 [Redacted]
- * Year you graduated or left
 [Redacted]
- Your Student ID Number
 [Redacted]
- * Your last 4 SSN [Enter My SSN](#)
 I do not have a Social Security Number
- * Please verify your name while attending
 [Redacted]
 Other name variation or maiden name

Note: If you attended under a different name than the name showing, enter it in the box below.

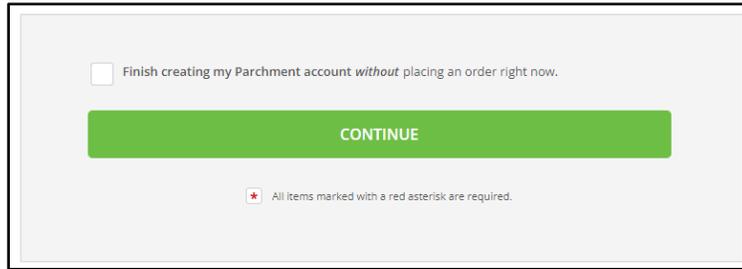
Your Student ID Number [Redacted] * Your last 4 SSN [Don't Have One?](#) [Redacted]

* Please verify your name while attending
 [Redacted]
 Other name variation or maiden name

[Redacted] [Redacted] [Redacted]

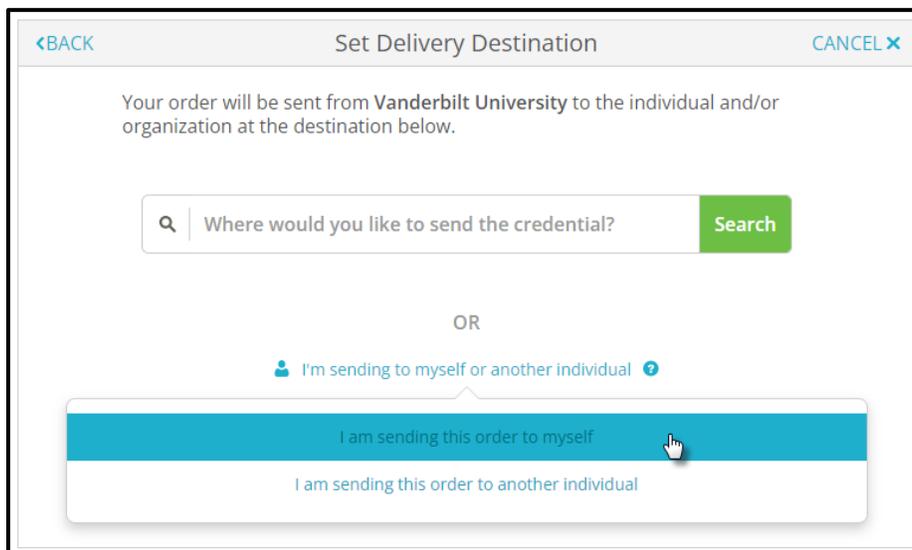


6. Select continue to finish setting up your Parchment account.



Sending a Transcript to an Individual

1. Click on **I'm sending to myself or another individual** and select the correct option from the drop down.





2. Choose the delivery method and fill out the fields below.

Electronic Delivery

<BACK Set Delivery Destination CANCEL X

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

 **Electronic**
Delivered By Email

 **Print & Mailed**
Printed On Paper & Mailed

 **Local Pickup**
In-Person Pickup

RECIPIENT INFORMATION

* [Redacted]

* [Redacted]@gmail.com

* [Redacted]@gmail.com

Continue

[Back to search](#)

Paper Copy by Mail or FedEx

<BACK Set Delivery Destination CANCEL X

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

 **Electronic**
Delivered By Email

 **Print & Mailed**
Printed On Paper & Mailed

 **Local Pickup**
In-Person Pickup

RECIPIENT INFORMATION

* [Redacted]

Attention [Redacted]

* Country [Dropdown]

* Address 1 [Redacted]

Address 2 [Redacted]

* City [Redacted] State/Province [Redacted] * Postal Code [Redacted]

Need this delivery expedited?

 Add rush delivery via FedEx 

Additional fees will be applied



Hard Copy In-person Pickup

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

Electronic
Delivered By Email

Print & Mailed
Printed On Paper & Mailed

Local Pickup
In-Person Pickup

LOCAL PICKUP INFORMATION

This item may be picked up in person at the location listed below. You will receive an email notification when your order is ready to be picked up. Pickup times and days may vary, so please check the pickup details listed below for specific instructions or times in which orders can be picked up.

I will be picking this order up myself
 I would like to allow another person to pick this order up on my behalf

* [Redacted]

PICKUP DETAILS

* Select
[Redacted]

* Please confirm the following to continue with this option.

I understand that I will receive a notification when my order is ready to be picked up in person at the designated location listed above, and day and time pickup restrictions may apply.

3. Select an item from the Purpose drop down menu and Transcript Type drop down menu. Use the add an attachment button to include additional documentation.

<BACK Item Details CANCEL X

TRANSCRIPT Transcript
For: [Redacted]

FROM
Vanderbilt University
Nashville, TN

TO
[Redacted]
@gmail.com

Delivery Method: **Electronic**

Credential Fee: \$0.00

Item Total: \$0.00

* Purpose
Admission

- Medical School Admissions
- Registrar
- Law School Admissions
- Grant or Fellowship
- Admission
- Self
- Undergraduate Admissions
- Scholarship

optional) [Redacted] Add An Attachment

aining to the type of consent that is required

Clear Signature



Transcript Type

Vanderbilt has three different transcript templates—one for students who attended Vanderbilt University Law School; one for students who attended the Vanderbilt University School of Medicine in the Medical Doctor program; and one for students in all other schools/programs. Please select your transcript type based on the school/program you attended at Vanderbilt.

Please Note: If you completed multiple careers at Vanderbilt that included either Law School or the Medical Doctor program, you will need to order separate transcripts for each career.

* Transcript Type

✓ All Other Schools/Programs ▲

Clear Selection

Doctor of Medicine

Law School

All Other Schools/Programs

4. Enter your signature in the signature box, check mark the authorization below, and select continue.

Please review the information below pertaining to the type of consent that is required to complete this order.

Sign here with mouse or finger Clear Signature

x _____

Type full name as signed above

✓ _____ Middle Name ✓ _____

* I certify under penalty of law that I am the individual identified above and am authorized to take this action.

CONTINUE

* All items marked with a red asterisk are required to submit this form.



5. Your order summary will appear. You must select **COMPLETE ORDER** to process the request.

Order Summary

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

FOR		1	\$0.00	^
ITEM	Transcript		\$0.00	
FROM	Vanderbilt University			
TO				

Total Credential Fees \$0.00

Order Total \$0.00

COMPLETE ORDER

6. Once the order has been placed, you will be taken to the Order Confirmation screen.

Order Confirmation

Thank you for your order. Your order has been placed.

FOR		1	\$0.00	^
ITEM	Transcript		\$0.00	
FROM	Vanderbilt University			
TO				
DID	TW018LKJ			

Order Date: IAN 14, 2022
Placed By:

Total Credential Fees \$0.00

Order Total \$0.00

What happens next?

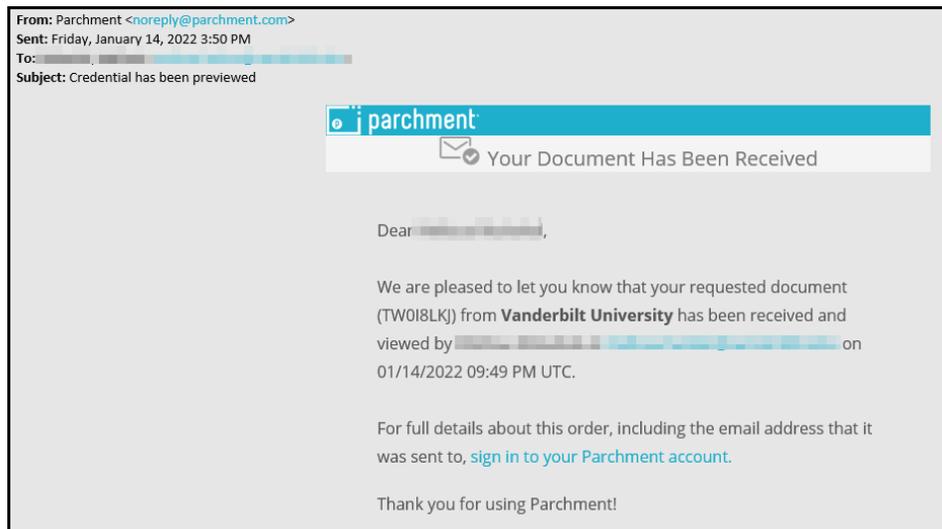
- ✓ Parchment has processed your order and it's awaiting fulfillment. The sending organization(s) you ordered from will now verify, approve and finish fulfilling this order.

You can view order details and status in MY ORDERS.

[Place Another Order](#) [Continue To Your Account](#)



7. Parchment will send an email once the transcript has been viewed.

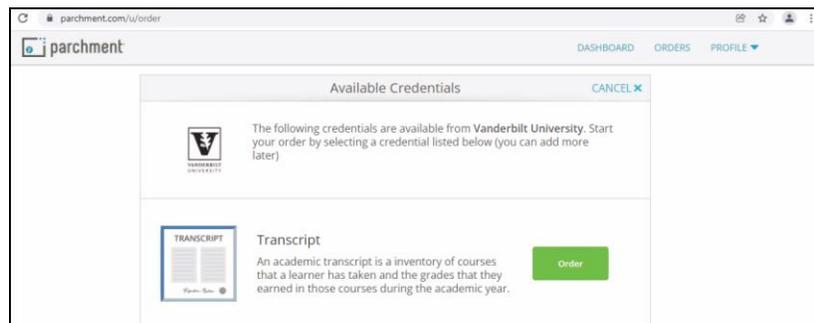


Sending a Transcript to an Organization

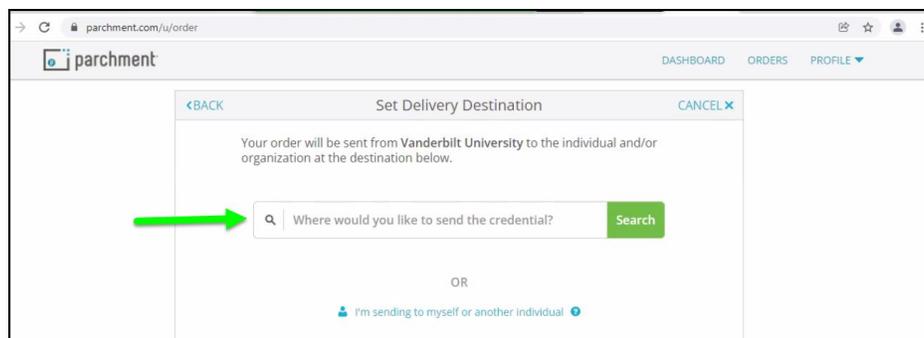
If you have already created a Parchment account, log in here:

<https://www.parchment.com/u/auth/login>.

1. To start a transcript request, select order.

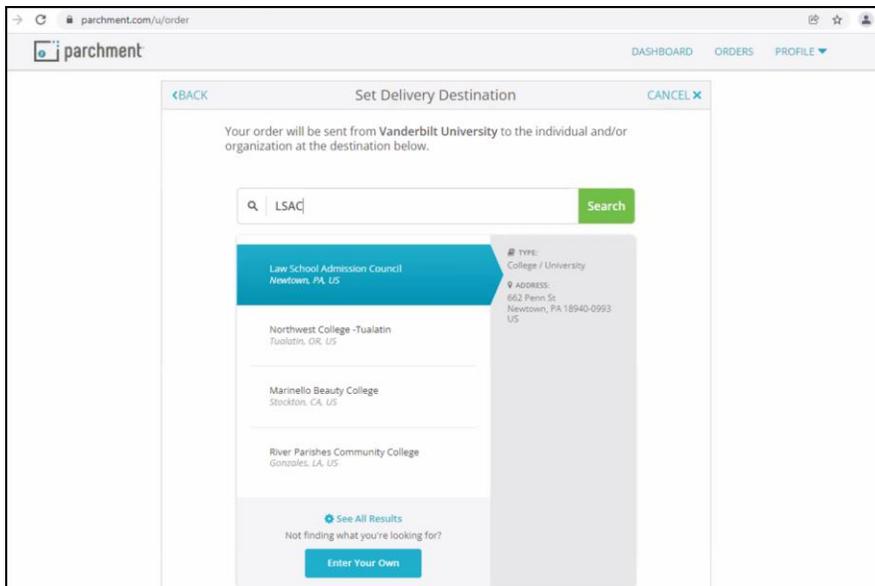


2. Search for the organization in the text box.





Note: If the organization does not populate, you may enter your own by selecting the blue button below.



3. Depending upon the organization, different text boxes will appear. For example, the LSAC requires an application number. Fill out each box and select the correct transcript type (see Transcript Type, above) from the drop-down menu. Use the add an attachment button to include additional documentation.

Item Details

Transcript

For: ██████████

FROM
Vanderbilt University
Nashville, TN

TO
Law School Admission Council

Delivery Method: **Electronic**

Credential Fee: \$0.00

Item Total: \$0.00

* Purpose: Admission

* Application ID: []

* Transcript Type: []

Would you like to add an attachment file? (optional) [Add An Attachment](#)



4. Enter your signature in the signature box, check mark the authorization below, and select continue.

Please review the information below pertaining to the type of consent that is required to complete this order.

Sign here with mouse or finger Clear Signature

X _____

Type full name as signed above

John | Adam | Smith

* I certify under penalty of law that I am the individual identified above and am authorized to take this action.

CONTINUE

* All items marked with a red asterisk are required to submit this form.

5. Your order summary will appear. You must select **COMPLETE ORDER** to process the request.

<BACK Order Summary CANCEL X

ⓘ Your order has not been placed yet. Please review and complete the order below
Here's your order summary [redacted] Collapse All

FOR	[redacted]	1	\$0.00	^
ITEM	Transcript	e	\$0.00	🗑️
FROM	Vanderbilt University			
TO	[redacted]			

➕ Add another item for [redacted]

Total Credential Fees \$0.00

Order Total \$0.00

COMPLETE ORDER



6. Once the order has been placed, you will be taken to the Order Confirmation screen.

The screenshot shows the 'Order Confirmation' page. At the top, there is a 'Print Receipt' link. Below that is a large checkmark icon and the text 'Thank you for your order [redacted] Your order has been placed.' A 'Collapse All' link is on the right. The main content is a table with the following details:

FOR	[redacted]	\$0.00
ITEM	Transcript	\$0.00
FROM	Vanderbilt University	
TO	[redacted]	
DID	TW018LKJ	

Below the table, the order date is 'IAN 14, 2022' and the total credential fees are '\$0.00'. The 'Order Total' is also '\$0.00'. A section titled 'What happens next?' contains a single step: 'Parchment has processed your order and it's awaiting fulfillment. The sending organization(s) you ordered from will now verify, approve and finish fulfilling this order.' At the bottom, there is a link to view order details and two buttons: 'Place Another Order' and 'Continue To Your Account'.

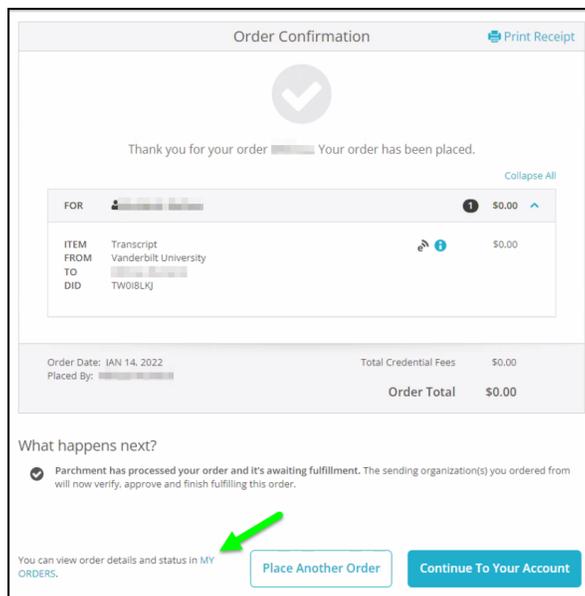
7. Parchment will send an email once the transcript has been viewed.

The screenshot shows an email notification from Parchment. The header includes the sender 'Parchment <noreply@parchment.com>', the date 'Friday, January 14, 2022 3:50 PM', and the subject 'Credential has been previewed'. The main body of the email features the Parchment logo and the heading 'Your Document Has Been Received'. The message is addressed to 'Dear [redacted],'. The text states: 'We are pleased to let you know that your requested document (TW018LKJ) from **Vanderbilt University** has been received and viewed by [redacted] on 01/14/2022 09:49 PM UTC.' It then provides a link to 'sign in to your Parchment account' for more details. The email concludes with 'Thank you for using Parchment!'.

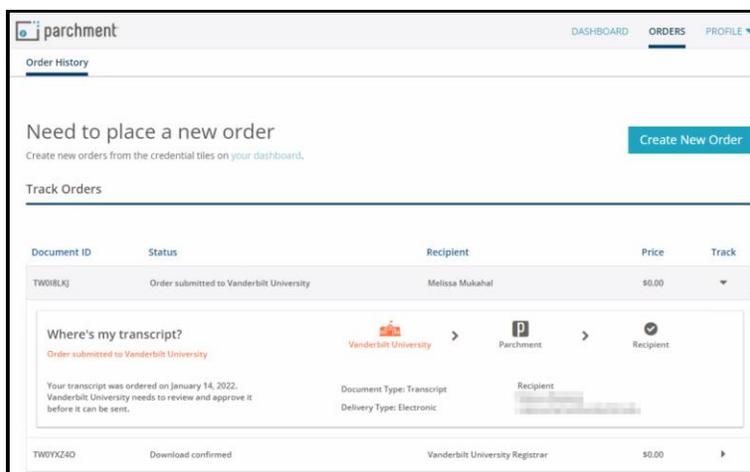


Checking Order Status

1. From the order confirmation screen, select My Orders.



2. From the dashboard, select the Orders header to view order history.



Parchment Support

If you need assistance with your official transcript order, the best first step is to log into your Parchment account, then visit the Parchment Help Center. There, you can find answers to frequently asked questions, articles to support your needs, submit a web case for support or contact a Learner Support Representative for assistance. The Support Team is available Monday-Friday, 8 a.m. – 8 p.m. Eastern Time.

Please contact the YES Help Line at yes@vanderbilt.edu or 615-322-7701 if you have questions or need additional assistance.