

### ***Parchment Service: Electronic Transcript***

DDS Students and Alumni from the School of Dental Medicine can now request electronic transcripts to be emailed through Parchment.

#### **CURRENT DDS STUDENTS:**

Students from the School of Dental Medicine can now request electronic transcripts to be emailed through Parchment.

**Step 1:** Fill out the [Electronic Transcript Request Form](#) to notify the Office of Education that you would like to request an electronic transcript via Parchment Service.

**Step 2:** After submitting the Electronic Transcript Request Form, you must wait to receive an approval email from the Office of Education. Once approved, you can then visit Parchment directly to order an electronic transcript.

Current students with access to SOLAR should log into [SOLAR](#) and submit your request from the Student Records & Registration tab, click on Academic Records then select Transcripts Order Standard and eTranscript.

If you do not have access to your SOLAR account, you will need to **Order Directly from Parchment**. There, you will need to create an account, and you will then be able to enter the email address of where you would like your transcript sent to.

**Cost: \$10 Per Transcript | Paid to Parchment**

**Timeline:** Email transcripts are sent in PDF format. Official electronic transcripts are typically sent within 24-48 hours of authorization.

**[Check the Status of your Parchment Request](#)**

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#### **DDS GRADUATES:**

DDS students that have graduated from the School of Dental Medicine can now request electronic transcripts to be emailed through Parchment.

#### **Ordering your Transcript:**

Alumni with access to SOLAR should log into [SOLAR](#) and submit your request from the Student Records & Registration tab, click on Academic Records then select Transcripts Order Standard and eTranscript.

If you do not have access to your SOLAR account, you will need to **Order Directly from Parchment**. There, you will need to create an account, and you will then be able to enter the email address of where you would like your transcript sent to.

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