

Official Transcript Ordering Process

Parchment: <https://www.parchment.com/u/registration/33392/institution>

Official transcripts are ordered through Parchment only.

A link to the Parchment site to begin an order is on the SUNY Niagara website:

<https://www.niagaracc.suny.edu/registration-records/transcripts/>

1. To begin an order, click on the yellow button “**Order Official Transcripts**”.


ORDER OFFICIAL TRANSCRIPTS


The transcript fee charged by SUNY Niagara is \$10.00 per OFFICIAL transcript.

2. You will be routed to the Parchment site where you need to enter your email address to create an account. If you already have an account you will need to log in. Click “**Continue**” after entering either a school email or personal email.



Learner Account

 **SUNY Niagara County Community College**
3111 Saunders Settlement Rd, Sanborn, NY, 14132-9506, US

 **Ordering your own credentials or academic records** OR  **Ordering on behalf of someone else**

A MESSAGE FROM SUNY NIAGARA COUNTY COMMUNITY COLLEGE
Welcome to Parchment. We joined this partnership to offer our students an easy way to order transcripts and diplomas. It's also more efficient as transcripts and diplomas can be delivered quickly in different formats.
If you have any questions about Parchment, please contact Parchment Support at 847-716-3005.

START HERE - ENTER YOUR EMAIL ADDRESS

* Email

Continue

* All items marked with a red asterisk are required

3. If you are creating a new account, you will be asked to enter personal information and contact information. Please fill in all the required information and create a password. Once you have entered the information, click **“Create Account & Continue”**.

The screenshot shows a registration form with the following sections:

- ENTER YOUR PERSONAL INFORMATION**: Includes fields for First Name, Middle Name, Last Name, Month Of Birth, Day Of Birth, Year Of Birth, and Highest Level Of Education.
- ENTER YOUR CONTACT INFORMATION**: Includes a Cell Phone field, a dropdown menu for Country (set to United States of America), Address 1, Address 2, City, State/Province, and Postal Code.
- CHOOSE A PASSWORD**: Includes Password and Retype Password fields.


A large grey button at the bottom is labeled **CREATE ACCOUNT & CONTINUE**.

4. A confirmation email will be sent to the email address used to create the account in order to validate the email address. Use the confirmation code in the email received on the **“Account Confirmation”** page of Parchment. Enter the code and click **“Submit”**.

The screenshot shows the **Account Confirmation** page with the following content:

- Header: **Account Confirmation** with a **Cancel X** link.
- Text: **To create your account, we need to confirm a valid email address**
- Icon: An envelope icon with a **1** in a circle above it.
- Text: **We just sent you a confirmation email.**
- Text: **To gain access to your account, please check [redacted] and enter the provided registration code below.**
- Form: A text input field labeled **Confirmation Code** with a **Submit** button.
- Footer: **Please check your spam folder if you don't see the email. Having trouble?** with links for **Re-send My Verification Email**, **Start Over**, and **Parchment Support**.

5. Next, you will be asked to enter enrollment Information. Answer the required fields. **Your Student ID is not required.** Then click **“Continue”**.



Niagara County Community College
would like you to provide the following information:

* Are you currently enrolled?

* Your first year of attendance

Your Student ID Number

* Please verify your name while attending

 Other name variation or maiden name


Finish creating my Parchment account *without* placing an order right now.

CONTINUE


* All items marked with a red asterisk are required.

6. Select from the available credentials you need to order.

Available Credentials CANCEL x




The following credentials are available from **SUNY Niagara County Community College**. Start your order by selecting a credential listed below (you can add more later)



Transcript
An academic transcript is a inventory of courses that a learner has taken and the grades that they earned in those courses during the academic year.

Order



Replacement Diploma
A Diploma is a certificate awarded by an educational institution to show that someone has successfully completed a course of study.

Order

9/10/24

7. If you are sending an official transcript to another institution for transfer. You can search the recipient table of institutions to find yours. As you start typing the institution's name, the search menu will populate potential matches and show the detailed address where the transcript would be sent.

Please note: Transcripts are ONLY sent electronically if done this way.

Set Delivery Destination CANCEL x

Your order will be sent from SUNY Niagara to the individual and/or organization at the destination below.

Q Where would you like to send the credential? Search

OR

 I'm sending to myself or another individual 

Set Delivery Destination CANCEL x

Your order will be sent from SUNY Niagara to the individual and/or organization at the destination below.

Q buffa Search

- Bryant & Stratton College - Buffalo
Buffalo, NY, US

- SUNY - University at Buffalo - Undergraduate Admissions
Buffalo, NY, US

- Buffalo State University
Buffalo, NY, US

- Continental School of Beauty - BUFFALO
Buffalo, NY, US

[See All Results](#)

Not finding what you're looking for?

[Enter Your Own](#)

If you are not finding a match, you can select "Enter Your Own" at the bottom of the menu.

[See All Results](#)

Not finding what you're looking for?

[Enter Your Own](#)

Or if you are sending the transcript to a specific individual, job, or yourself and have their mailing address or email address. You can select “I’m sending to myself or another individual”.

 I'm sending to myself or another individual 

Please note: This is the ONLY way to mail or select local pickup for a transcript.


IF YOU SELECT “MYSELF” AS THE RECIPIENT AND OPEN THE ENVELOPE OR PDF, THE TRANSCRIPT WILL BECOME UNOFFICIAL AND UNACCEPTABLE TO THE RECIPIENT.


You will be asked to fill in the recipient information on the table shown. Be sure to select from the delivery methods at the top. The table defaults to “Electronic Delivered by email”. Click “Continue.” Depending on how you want it delivered, you will be prompted to enter the required information.


Electronic- Delivered by Email:

Set Delivery Destination CANCEL x

Your order will be sent from SUNY Niagara 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

* School Name, Business, Person, or Your Name

* Recipient's Email


* Retype Email


Continue


Print & Mailed (Paper Copy):

Set Delivery Destination CANCEL x

Your order will be sent from SUNY Niagara 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

* School Name, Business, Person, or Your Name

Attention Phone



* Country

* Address 1

Address 2

* City State/Province * Postal Code

Need this delivery expedited?

 Add rush delivery via FedEx 

Additional fees will be applied


Continue

Local Pickup (in-person pickup from SUNY Niagara office):


If you want to order an official transcript for another institution or yourself but would like to pick up the paper copy from the SUNY Niagara office, select this option.

[CANCEL x](#)


Your order will be sent from **SUNY Niagara** 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

* Telephone

PICKUP DETAILS

* Select

Select


Registration & Records Office, A105

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.

[Continue](#)


- Once you have selected 1 of the 3 delivery methods specified above and filled out the appropriate information. Click **“Continue”** and it will load the **“Item Details”** page.
Review the information for recipient and delivery at the top.

[CANCEL x](#)



Transcript

For:



FROM
SUNY Niagara County Community
College
Sanborn, NY

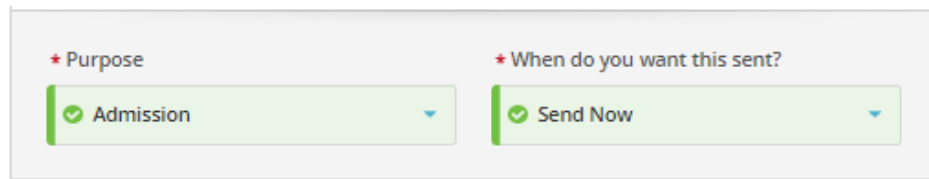
Delivery Method:
LocalPickup

Credential Fee: \$10.00

TO

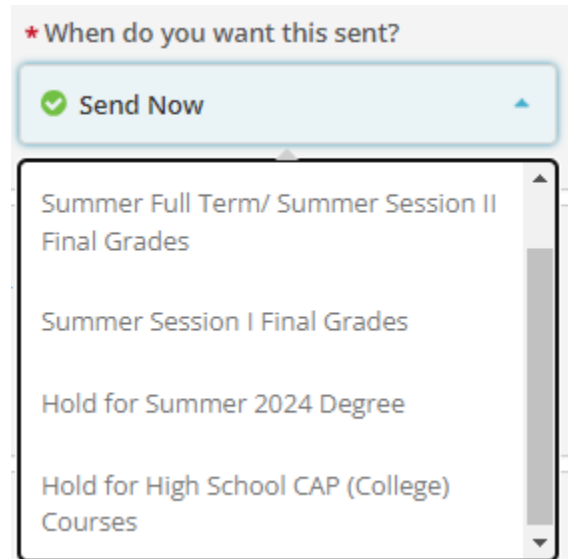
Item Total: \$10.00

In the next section of “Item Details” select the appropriate answers to the “*Purpose” and “*When do you want this sent” drop down menus. **Please note: It automatically generates the below options.**



The image shows two dropdown menus side-by-side. The first is labeled “* Purpose” and has “Admission” selected. The second is labeled “* When do you want this sent?” and has “Send Now” selected. Both dropdowns have a green checkmark icon on the left and a downward arrow on the right.

If you are ordering a transcript but need it to be sent after final grades or graduation are awarded, etc. Select the appropriate hold option from the drop-down menu under “When do you want this sent”.

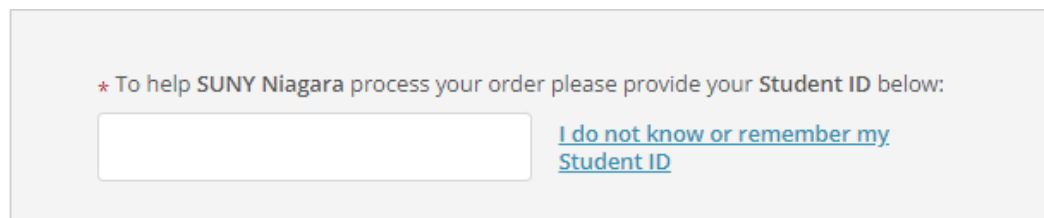


The image shows the “* When do you want this sent?” dropdown menu with the “Send Now” option selected. The menu is expanded to show several other options: “Summer Full Term/ Summer Session II Final Grades”, “Summer Session I Final Grades”, “Hold for Summer 2024 Degree”, and “Hold for High School CAP (College) Courses”. Each option has a small upward-pointing triangle on the right side.

In the next section of “Item Details”, enter your Student ID number. This will allow Parchment to find your records more easily in our system.

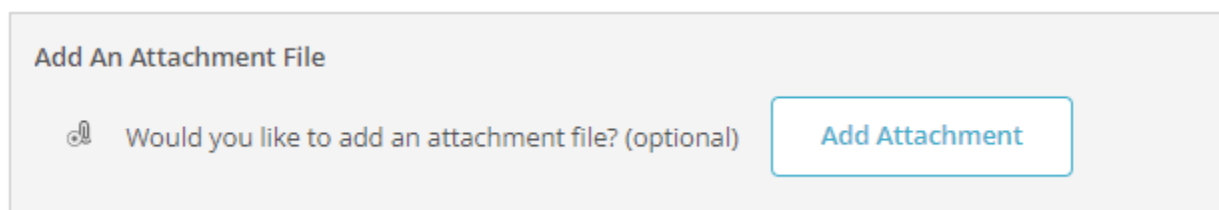
If you do not know your Student ID, select “I do not know or remember my Student ID.”

If you select this, you will then be prompted to enter your social security number.



The image shows a text input field for the Student ID. Above the field is the text: “* To help SUNY Niagara process your order please provide your Student ID below:”. To the right of the input field is a blue link that says “I do not know or remember my Student ID”.

If you have any required attachments that need to be included with your transcript, you can attach a copy of the document in the section “Add an Attachment File”.



The image shows the “Add An Attachment File” section. It features a question: “Would you like to add an attachment file? (optional)” with a small icon of a document and a checkmark. To the right of the question is a blue button labeled “Add Attachment”.

In the final section, your electronic signature is required.

Use your finger or mouse to sign. Type your full name in the boxes below your signature. Click “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

* First Name	Middle Name	* Last Name
---------------------	-------------	--------------------

***** I consent to the disclosure of the credentials and any provided attachments to the delivery recipient, each as I've selected above, and for the purpose identified by me above.

CONTINUE

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

9. Your “Order Summary” will display. If you need to place an order for additional transcripts prior to payment, you can select “Add another item for (name)”. Then click “Continue”.

< BACK Order Summary CANCEL x

i 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	\$10.00	^
ITEM	Transcript	📄 ⓘ ✎	\$10.00	🗑️
FROM	SUNY Niagara			
TO	Registration & Records Office, A105, Sanborn, NY			
+ Add another item for [REDACTED]				

Total Credential Fees	\$10.00
Order Total	\$10.00

CONTINUE

10. On the “Payment Information” screen, input your credit or debit card information, then click “**Submit Payment**”.

The screenshot shows the "Payment Information" form. At the top, it says "Enter first and last name as it appears on credit card". Below this are two input fields: "First Name" (with a green checkmark and a blacked-out name) and "Last Name" (with a green checkmark). The next row contains "Credit Card Number" (with a red asterisk). The following row has "Exp Month" (with a dropdown arrow), "Exp Year" (with a dropdown arrow), and "CV" (with a red asterisk). Below these are logos for VISA, MasterCard, DISCOVER, and AMERICAN EXPRESS. To the right of the logos, it says "Order Total: \$10.00" and "\$10.00 will be charged to this card." Below the logos is a "Phone" input field (with a red asterisk). The "Billing Address" section has a link "Use different billing address". It includes a "Country" dropdown (with a red asterisk), "Address 1" (with a red asterisk), "Address 2", and a row with "City" (with a red asterisk), "State/Province", and "Postal Code" (with a red asterisk). At the bottom is a large grey "Submit Payment" button. Below the button is a note: "All items marked with a red asterisk are required to submit this form."

11. Once you have submitted your payment, you will then receive an email confirmation.

You can log into Parchment at anytime to track your orders under the “Orders” tab at the top of the screen. Any previous orders will be displayed on the “Orders History” screen below.

