How to Order E-Transcript/Paper Transcript for Alumni

For alumni transcripts, Login in to:

Click on “Log in or Create a new account”
Select “Create Account” if this is the first time placing an order through Parchment Exchange. Returning alumni can login to your account by entering your e-mail address and password used previously, then click on “Sign In”.

Transcript ordering through this website is available only for the following populations of students: Students in other schools/programs should consult the Office of the Registrar website for information regarding the appropriate office to contact to request an official transcript.

- All undergraduates
- NU-Qatar
- The Graduate School
- Graduate programs in:
  - The School of Education & Social Policy
  - McCormick School of Engineering & Applied Science
  - Medill School of Journalism, Media, Integrated Marketing Communications
  - Bienen School of Music
  - The School of Communication
  - Prosthetics and Orthotics (NUPOC) Master’s only
  - Physician Assistant Program (Master of Medical Science)
- The Kellogg School of Management
- The School of Law
- The School of Professional Studies
- The Dental School
- The Nursing Program

To request a transcript you must login or register by creating a new account. If you have already registered, please enter your Email and Password to the left and click Sign In.

If this is your first time using the online order system, please click Create Account and enter the required information. Once your account is created you will be able to request both electronic and paper transcripts online and track the status of your orders.
The following page will ask for the student’s personal information to create an account. All the fields with a red asterisk are required fields and mandatory. For international address without a zip code you can enter “none” in the Zip code field. **Choose the country field before you enter your state or province.**
Enter the last 4 digits of your Qatari ID number
Once the personal information and credentials are validated and confirmed, an account is created for first time users. A welcome page will appear with your name for returning and first time users.

You are now in the Parchment ordering site.

Click on “Order Now” link.

On this page, select the document needed. The description of each document is below the document name.
On this page, there are options that are important for the transcript order. Orders can be held for degree posting or for end of the term grades.

a. **Electronic Transcripts** will require the recipient’s name and email address. For more information of the description of this product please read the documentation below.

b. **Paper Transcripts** will require the recipient’s name and address, these required fields are marked with a red asterisk. After entering the recipient information, then select the ordering and mailing options.

   Paper transcript orders can also be held for degree posting or end of the term grades. Mailing method is **Pick-Up** or **FedEx for international delivery**. Attachment option is available.
Product Description

Official Northwestern University transcript:
- Mailed within 2 business days of receipt of request.
- Transcript requests will not be processed for students with a transcript “hold” on their student record.
- Fed Ex Overnight Delivery requires a physical address as Overnight carriers do not deliver to PO Boxes.
- If the Pick-Up Mailing Method is requested, transcript(s) must be picked up after two business days after receipt of request at the Student Records Office. Please bring a photo ID.
- If the Pick-Up Mailing Method is requested, information entered in the mailing address fields below will be disregarded.

The "Hold for Degree" and "Hold for Grades" options below are only applicable for currently enrolled students. If you choose the "Hold for Grades" option, please provide information in the "Course(s), Year(s), and Quarter(s)" fields to inform us of the grades to watch for.

Address

Mailing Name: *
(Institution, Building, Person, etc.)

Mailing Country: *
United States

Mailing Address 1: *

(Extra information use Mailing Address 2 and 3)

Mailing Address 2:

Mailing Address 3:

Mailing City: *

(Military Addresses: enter APO, DPO, or FPO)

Mailing State: *

Please select...

Mailing Postal Code: *
After selecting the document and entering the required information, a confirmation page will show your selection and give an opportunity to add more documents if needed.

Once done selecting the documents, click on the Checkout button.

If this is your first time placing a transcript order, a FERPA message will display and ask for consent for the release of the transcript.

The following page is for returning students who already placed orders.
At this point you could confirm all the information of the order, and if everything looks correct, confirm the order by clicking on the Confirm button. If you need to make changes, click on the Back button. Once you confirm the order, no changes can be made.

An order has been placed successfully. The order number is listed on this page to track your order.

After an order is placed an email is sent to the alumni confirming the order. The alumni will receive additional notification as the order is being processed.
Download eTranscripts (Mac and Linux users)

The eTranscript we deliver is a certified PDF that contains a digital signature and other security features.

When we deliver the eTranscript, the recipient receives an email with a link in it that allows them to download the eTranscript.

**The eTranscript must be opened with Adobe Reader (v 8.0 or greater) or Adobe Acrobat.**

- See the Install Adobe Reader for free section below if you don’t have Adobe Reader or Adobe Acrobat.
- All MACs have a built-in PDF viewer application called Preview. Preview will not open a certified PDF correctly.

**TO OPEN AND DOWNLOAD THE TRANSCRIPT**

1. Click the link in the email you received. This will open a browser window. If you already opened the document previously, but it was blank, you will need to start again and click the link in the email you received.

2. Follow the onscreen instructions and you will then receive a second email that contains the document passcode. Keep the browser window open because you will need it when you are ready to enter the passcode.

3. Open the second email. Copy the passcode and paste it into the space provided in the browser window you kept open.

4. Click the Download button. The file will be downloaded to your computer. If you’re not sure where your downloaded files go, see the Where is my downloads folder? section below.

5. Once you locate the file on your computer, control click (hold the control key while clicking with your mouse) and select Open with... Adobe Reader or Adobe Acrobat [see screenshot to the right].

**INSTALL ADOBE READER FOR FREE**

Get the latest version of Adobe Reader for free. Once Adobe Reader installs, go to your Applications folder and open Adobe Reader [see screenshot below]. The first time Adobe Reader launches, it will prompt you to set Adobe Reader as your default PDF application viewer. You should select Yes.

**WHERE IS MY DOWNLOADS FOLDER?**

Select your browser below for instructions on locating your downloads folder and changing the location.

- Chrome
- Firefox
- Safari
- Internet Explorer
Download eTranscripts (Windows users)

The eTranscript we deliver is a certified PDF that contains a digital signature and other security features. It must be opened with Adobe Reader [install for free here] or Adobe Acrobat.

When we deliver the eTranscript to a recipient’s email address, they receive an email with a link in it that allows them to download the eTranscript. The two browsers we recommend are Chrome and Firefox. The recipient can select their browser below, and then follow the instructions to successfully download the eTranscript.

**CHROME**

1. Open Chrome and type chrome://plugins into the URL address field.
2. Click Disable under Chrome PDF Viewer.
3. Click the link in the email you received. This will open a browser window. If you already opened the document previously, but it was blank, you will need to start again and click the link in the email.
4. Follow the onscreen instructions and you will receive a second email that contains the document passcode. Keep the browser window open because you will need it when you enter the passcode.
5. Open the second email. Copy the passcode and paste it into the space provided in the browser window you kept open.
6. Click the Download button.
7. The eTranscript has been downloaded. Click the Chrome toolbar to open your Chrome Downloads folder. You will see the eTranscript listed. Click Show in folder to access the eTranscript.

**FIREFOX**

1. Open Firefox and click Firefox > Options > Applications.
2. Click Portable Document Format (PDF).
3. Under Action, change the default viewer to Save file.
4. Click the link in the email you received. This will open a browser window. If you already opened the document previously, but it was blank, you will need to start again and click the link in the email.
5. Follow the onscreen instructions and you will receive a second email that contains the document passcode. Keep the browser window open because you will need it when you enter the passcode.
6. Open the second email. Copy the passcode and paste it into the space provided in the browser window you kept open.
7. Click the Download button.
8. Your eTranscript has been downloaded. Click the Firefox Downloads icon on the top right of the window. You will see the eTranscript listed. Click the icon to the right of it, which says Open containing folder when you hover over it. You can then access the eTranscript.