

# ORDERING TRANSCRIPTS



If you have taken dual credit courses with Ivy Tech Community College and would like to order your transcript for use at another college or university, there are a few simple steps you will need to take.

Please note that if you plan to attend Ivy Tech upon graduation from high school, you will not be required to provide your Ivy Tech transcript for your dual credit coursework. You will, however, need to provide your high school transcript in the assessment step of Ivy Tech's enrollment process.

## COMPLETE THE FOLLOWING STEPS

1

Visit [parchment.com](https://parchment.com)

4

Choose the option to order your own credentials and click Continue.

2

If you've never used Parchment before, select Order my transcript or credentials from the "I Would Like To..." menu; otherwise, sign in to your Parchment account.

5

Click Create Account and follow the instructions.

3

Search for Ivy Tech Community College in the search bar.

6

You will complete the information to send your transcript step by step.

*Your request will take a few hours to be processed and sent to the designated e-mail address; or 5-7 days to be mailed to the physical address you have chosen.*



**IVY TECH**  
COMMUNITY COLLEGE



**888-IVY-LINE**