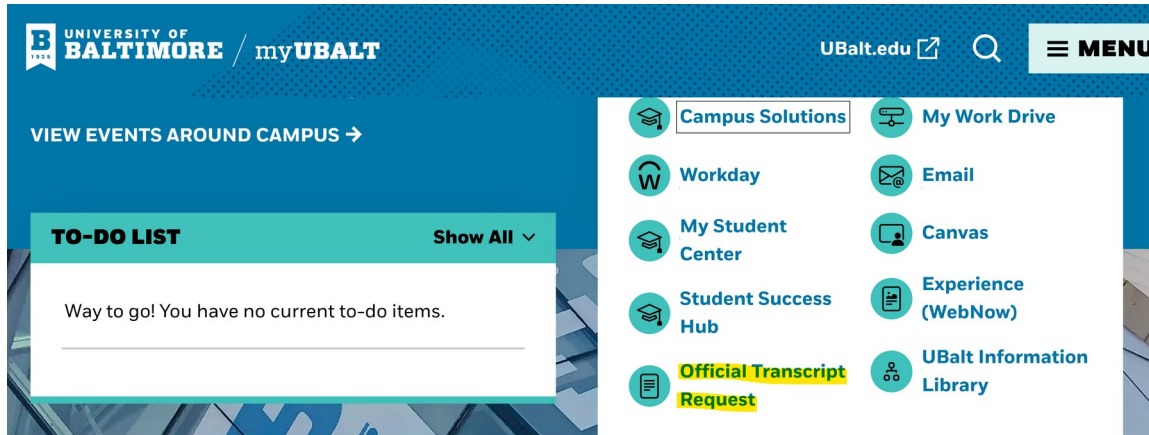


How to Request an Official Transcript

Students with MyUBalt Access

1. Log in to the **MyUBalt portal**.
2. Under **Tools**, select **Official Transcript Request**.
3. You will be redirected to Parchment.
4. Follow the on-screen instructions to complete your request.

Example: MyUBalt portal showing Official Transcript Request option



Example: Parchment login screen

A screenshot of the Parchment login screen. At the top, it shows the University of Baltimore logo and address: 'University of Baltimore, 1420 N Charles St Baltimore, MD 21201-5720'. Below this, there are two circular icons: one with a person and a checkmark labeled 'Ordering your own credentials or academic records', and another with two people labeled 'Ordering on behalf of someone else'. A dark banner contains the text: 'Welcome to Parchment. We're offering this service to make ordering transcripts easier for you. It's also more efficient for your school, and will deliver your transcripts to the colleges you choose in the format they prefer.' Below the banner, there's a section titled 'START HERE - Enter Your Email Address' with an input field labeled 'Email' and a 'Continue' button. At the bottom, there's a note: 'All items with a red asterisk are required.' and a link: 'By signing up you agree to the Parchment terms of use and privacy policy.'

Example: Selecting delivery destination

[< BACK](#) Set Delivery Destination

Your order will be sent from **University of Baltimore** to the individual and/or organization at the destination below.

OR

 I'm sending to myself or another individual [?](#)

Example: Entering recipient information

[< BACK](#) Set Delivery Destination

Your order will be sent from **University of Baltimore** 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

RECIPIENT INFORMATION

Helpful Resource

Watch: How to Create a Parchment Account

[How to Create a Parchment Account](#)

Students Without MyUBalt Access

Alumni or former students without MyUBalt access must request transcripts directly through Parchment.

5. [Visit Parchment to order your transcript](#)

6. Select **Order Now**.
7. Create an account or sign in.
8. Follow the prompts to complete your order.

Important

- If you previously created a Parchment account and have not attended UBalt for two or more major terms, you may need to create a new account using your current email address.

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