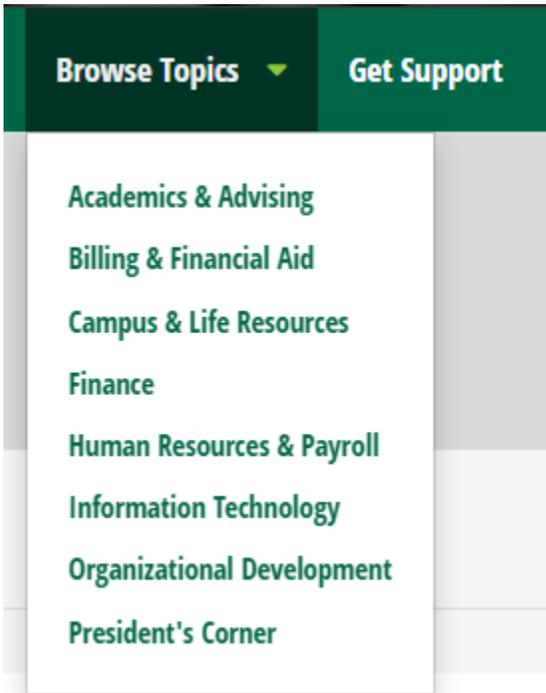




Requesting Ivy Tech Community College transcripts for current students.

Start here: [MyIvy](#)

Once logged into MyIvy, select Browse Topics, then select Academics & Advising from the drop-down menu.



On the following page select the icon for Request **Official** Transcripts. Official is needed for transferring credit to another institution.

 **Request Official Transcript**

Academics & Advising

❖ **Unofficial** Transcripts are available here as well. Free and for your own purposes.



After selecting Request Official Transcript icon. Select to Access the Transcript Ordering Site.



[Personal Information](#) [Student](#) [Financial Aid](#) [Faculty Services](#) [Employee](#)

Search

Transcript Ordering Site

We have authorized Parchment, Inc. to act as our agent for providing Official Transcripts.

[Access the Transcript Ordering Site](#)

RELEASE: 1.2.0 PRCH

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You will be sent to Parchment to order and pay for your Official Transcripts. There is a \$5 fee for official transcripts.

The image is a screenshot of the Ivy Tech Community College document ordering site. At the top left, there are links for "Support" and "Contact Us". Below these is a large banner featuring the Ivy Tech logo on the left and the text "IVY TECH COMMUNITY COLLEGE" in a large, serif font on the right. Underneath the banner is a horizontal progress bar with six steps: "1. Login or Register" (highlighted with a blue arrow and a thick green line below it), "2. Select Documents", "3. Order Details", "4. Provide Consent", "5. Billing Info", and "6. Review Order". Below the progress bar is a section titled "Address Details". Inside this section, there is a welcome message: "Welcome to the Ivy Tech Community College document ordering site. In order for us to process your document request you will need to provide some information about yourself. This form will only need to be filled out once, any further access will have the information stored for your convenience. Thank you." Below the welcome message is a "Note" section: "Note This information will be used for the following reasons:" followed by a bulleted list: "• To keep you informed about the status of your order. In addition, your name will be included in the messaging to the recipients of your documents.", "• For current billing information", and "• This information will not be sent back to the institution to update their records."

Request are generally sent in 24-48 hours. Make sure your grades have been posted before sending your transcripts. There is no longer an option to have transcripts held while awaiting grades or posting of a degree.