

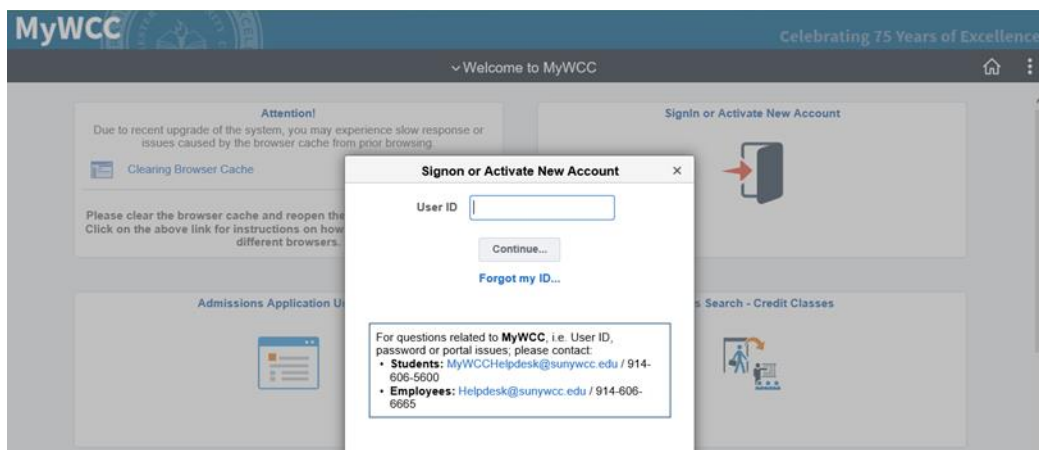
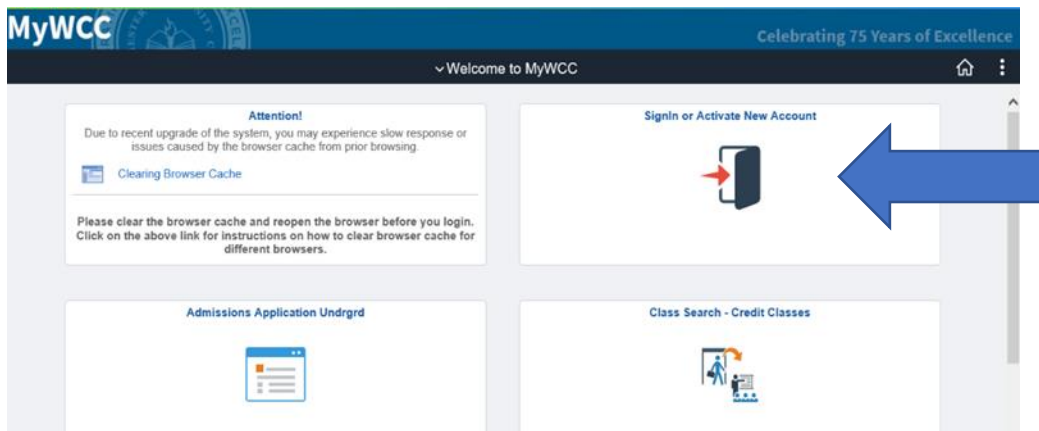


How to Order Official Transcripts

SUNY Westchester Community College official transcripts can be ordered through [Parchment.com](https://www.parchment.com). Current students can access this service through their MYWCC portals by following steps 1-3 below, or both current and former students may access official transcripts through our main website by skipping to step 4.

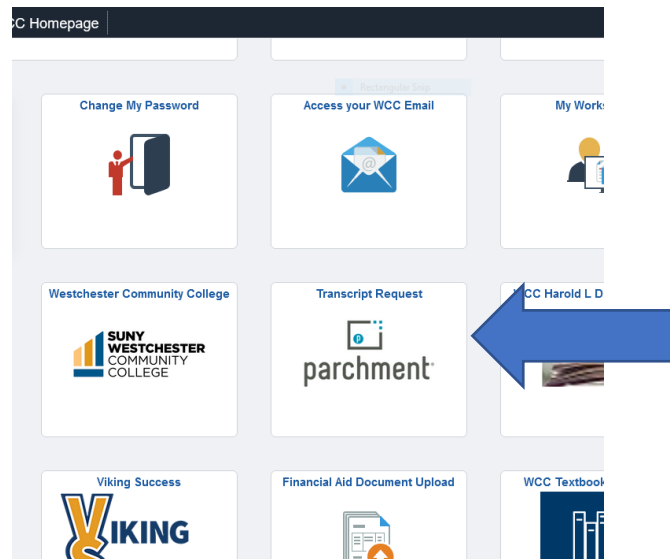
STEP 1:

Go to the MyWCC Portal - [HTTPS://MYWCC.SUNYWCC.EDU](https://mywcc.sunywcc.edu) - and, under “SIGN IN”, put your USER ID and PASSWORD.



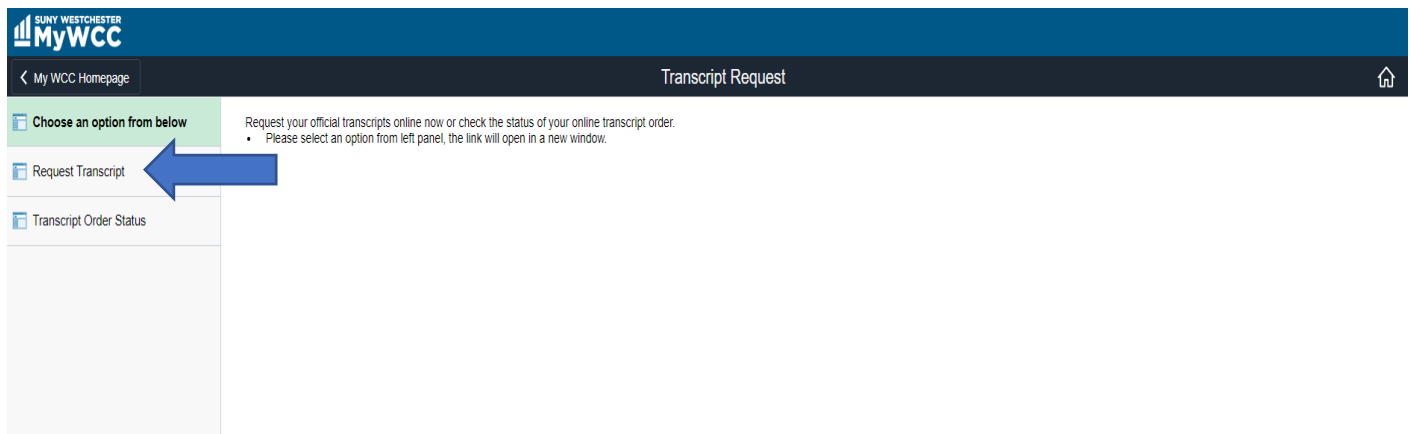
STEP 2:

Click on the Parchment Tile.



STEP 3:

Click on the Request Transcript tab.



STEP 4:

Current and Former students can access Parchment directly by going to www.sunywcc.edu/transcripts and clicking on the Parchment link.

The screenshot shows the SUNY Westchester Community College website. The navigation menu includes: Enrollment Verification Letter /NSC, Checking your Grades, Transcripts, FERPA, Change of Major, and Registrar Q&A. A blue arrow points to the 'Transcripts' link. Below the navigation is a 'Contact Information' box with the address: 75 Grasslands Road, Valhalla, NY 10595; Phone: 914-606-6810; Email: registrar@sunywcc.edu. Hours of Operation are listed as Monday, Tuesday, Friday: 9:00 a.m. – 5:00 p.m. The main content area features a 'CLICK HERE OR BELOW TO ORDER OFFICIAL TRANSCRIPTS' button with the Parchment logo and a link to 'How to Request Your Official Transcript Online (PDF)'. Below this is the heading 'Three ways to obtain Official Transcripts' and the text 'Copies of official transcripts can be obtained in three ways:'.

STEP 5:

To begin your order, enter your email address where indicated.


The screenshot shows the 'Learner Account' page for SUNY Westchester Community College. The page header includes the college logo and name, along with the address: 75 Grasslands Rd, Valhalla, NY, 10595-1693, US. Below the header are two options: 'Ordering your own credentials or academic records' and 'Ordering on behalf of someone else', separated by an 'OR' label. A message from SUNY Westchester Community College welcomes the user to Parchment and provides instructions. Below the message is a section titled 'START HERE - ENTER YOUR EMAIL ADDRESS' with an input field labeled 'Email' and a 'Continue' button. A blue arrow points to the 'Email' input field. At the bottom, there is a note: 'All items marked with a red asterisk are required' and a footer: 'By signing up you agree to the Parchment terms of use and privacy policy.'

If you have already set up a Parchment account previously, you will be asked to enter your password to log in. If you do not have a Parchment account, you will be asked to create one now.


STEP 6:

Enter your enrollment information with SUNY Westchester Community College, along with your SUNY WCC Student ID number (though not required, failure to provide your student ID number may result in order processing delays). If you attended under another name, please indicate this when prompted below before hitting the “**continue**” button.

Enrollment Information CANCEL X

NAM [REDACTED] 
DOB [REDACTED]

Some additional information related to your enrollment is required below.



SUNY Westchester Community College
would like you to provide the following information:

* Are you currently enrolled?
 No, not currently attending

* What was your first year of attendance? 2019

* Year you graduated or left 2019

Your Student ID Number
 000123456

* Please verify your name while attending
 [REDACTED]
 Other name variation or maiden name


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


CONTINUE

STEP 7:

Click on the green “order” button.

[CANCEL X](#)

 The following credentials are available from SUNY Westchester 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](#)

STEP 8:

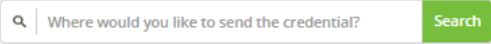
You will now select your delivery destination.

You may use the search bar to search for your school in the Parchment System (many schools, agencies and application services are listed in Parchment already and their destination info will automatically populate).


[<BACK](#) [CANCEL X](#)

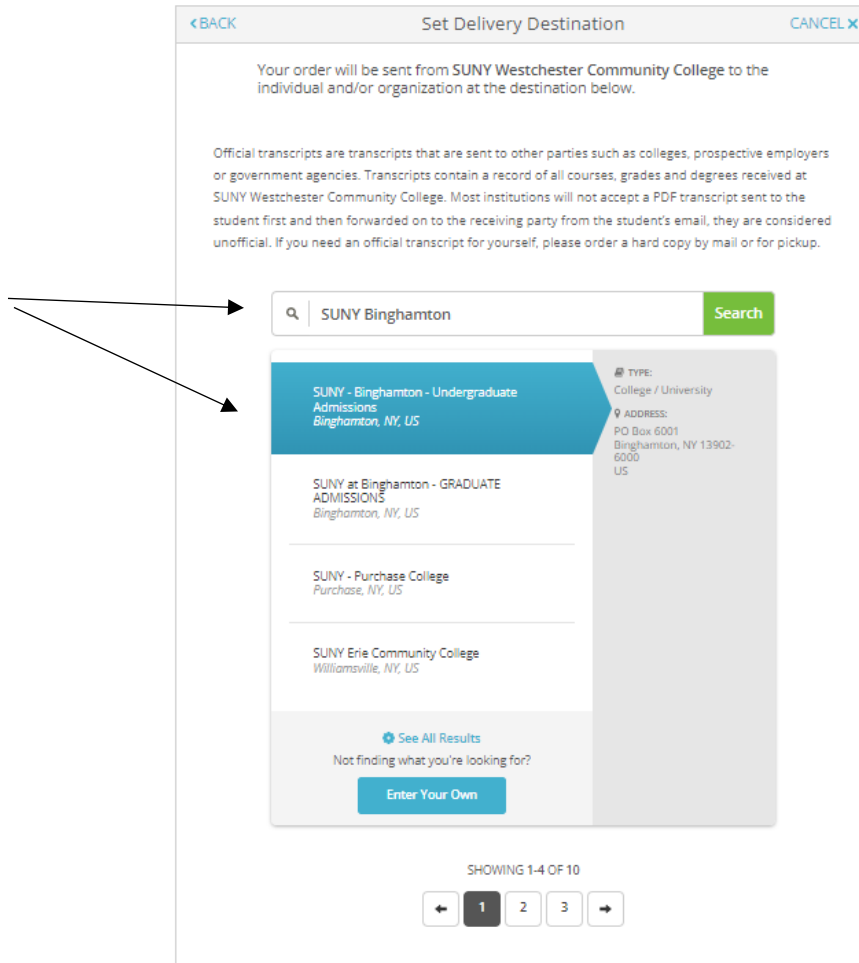
Your order will be sent from SUNY Westchester Community College to the individual and/or organization at the destination below.

Official transcripts are transcripts that are sent to other parties such as colleges, prospective employers or government agencies. Transcripts contain a record of all courses, grades and degrees received at SUNY Westchester Community College. Most institutions will not accept a PDF transcript sent to the student first and then forwarded on to the receiving party from the student's email, they are considered unofficial. If you need an official transcript for yourself, please order a hard copy by mail or for pickup.

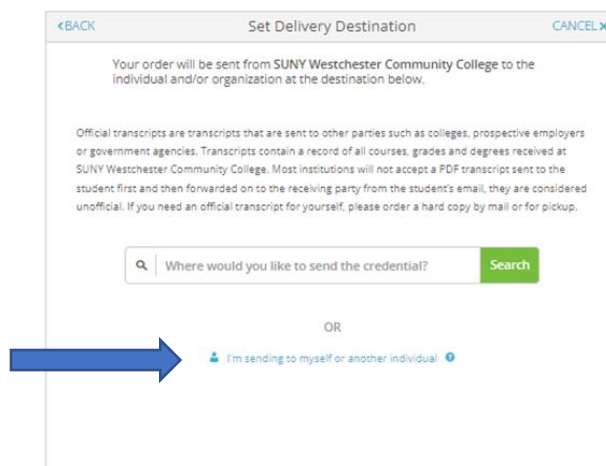
 Where would you like to send the credential? [Search](#)

OR

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



You also have the option of manually entering the recipient if you cannot find it in the search results, or if you are sending the transcript to a specific individual.



::IMPORTANT::

Please be aware that while there is an option to enter your own personal email address as the recipient, most schools/institutions/agencies **WILL NOT ACCEPT** official transcripts forwarded from personal email addresses. If you choose to use this option, and your transcript is not accepted as official, you will not be refunded, and you will be instructed to order and pay for another official transcript. To ensure your transcript will be considered official, order your transcript to be sent **DIRECTLY** to the School/Agency/Institution. If you would like to keep a personal copy of your official transcript for future use, please order a hard copy for mail or pickup.

STEP 9:

Once you have selected your recipient, you will select some details regarding your order preferences. Answer all questions with a red asterisk.

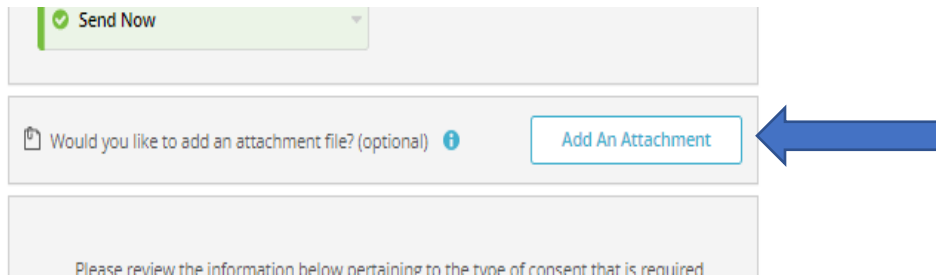
The screenshot shows a form with three main sections, each starting with a red asterisk:

- * Transcript being sent to a SUNY Univ or College.** A dropdown menu is set to "Yes".
- * Purpose** and **Hold for HSE/GED Application?** are on the same line. The "Purpose" dropdown is set to "Admission". The "Hold for HSE/GED Application?" dropdown is empty.
- * When do you want this sent?** A dropdown menu is set to "Send Now".

::IMPORTANT::

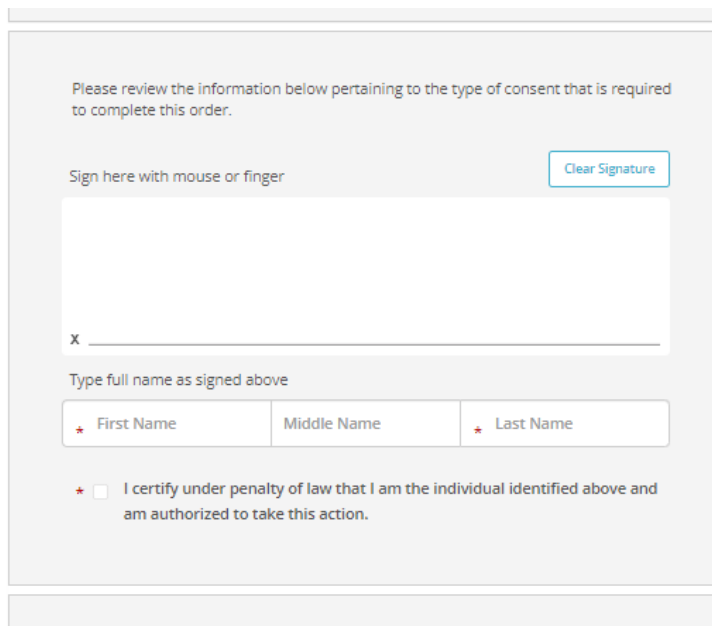
“Hold for HSE/GED application” is meant **ONLY** for students currently enrolled in SUNY WCC’s 24 credit GED program who are ready to apply for their GED through the New York State Education Department. If this does not apply to you, do not select “yes” for this option. Selecting “yes” will delay the processing of your transcript order.

If you have an attachment that needs to accompany your transcript (i.e. Application service matching form, Professional License Application etc.), please attach where indicated.



The screenshot shows a portion of a web form. At the top is a green button labeled "Send Now" with a checkmark icon. Below it is a light gray box containing the text "Would you like to add an attachment file? (optional)" followed by a blue information icon. To the right of this text is a blue button labeled "Add An Attachment". A large blue arrow points from the right towards this button. Below this box is another light gray box containing the text "Please review the information below pertaining to the type of consent that is required".

Lastly, you will need to sign where indicated to certify that you are the individual authorized to place the order for this transcript.



The screenshot shows a signature and name entry form. At the top, it says "Please review the information below pertaining to the type of consent that is required to complete this order." Below this is the instruction "Sign here with mouse or finger" and a "Clear Signature" button. There is a large white rectangular area for the signature. Below the signature area is a horizontal line with an "x" at the end. Underneath that is the instruction "Type full name as signed above". This is followed by three input fields: "First Name", "Middle Name", and "Last Name", each with a red asterisk indicating it is required. At the bottom, there is a checkbox with the text "I certify under penalty of law that I am the individual identified above and am authorized to take this action."

STEP 10:

On the order summary page, make a final check that all your order information is correct. If you want to place additional transcript orders before you make payment, you can do so on this page. Click the “continue” button.

<BACK Order Summary CANCEL X


ⓘ 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 Westchester Community College			
TO	SUNY - Binghamton, Binghamton, NY			

➕ Add another item for Amanda Elmedni

Total Credential Fees \$10.00
Order Total \$10.00

CONTINUE

 Payment will be collected through Parchment's secure payment gateway upon order completion. Parchment adheres the highest level of PCI compliance and never stores your credit card information. You will redirect to a secure payment screen.

STEP 11:

The last step is to enter your payment information for processing.

PARCHMENT SECURE PAYMENT GATEWAY
Parchment adheres to the highest level of PCI compliance and never stores your credit card information.

Payment Information

Enter first and last name as it appears on credit card

* [REDACTED]	[REDACTED]	
* Credit Card Number		
* Exp Month ▾	* Exp Year ▾	* CW

Order Total: \$10.00
\$10.00 will be charged to this card.

* Phone

Billing Address ↻ Use different billing address

United States of America ▾

* [REDACTED]		
Address 2		
* [REDACTED]	New York ▾	* [REDACTED]

Submit Payment

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

Once payment is submitted successfully, you will receive transcript order status updates to the email address you used to create your parchment account. Please check your email frequently in case there are any issues with the order that need to be addressed during processing.