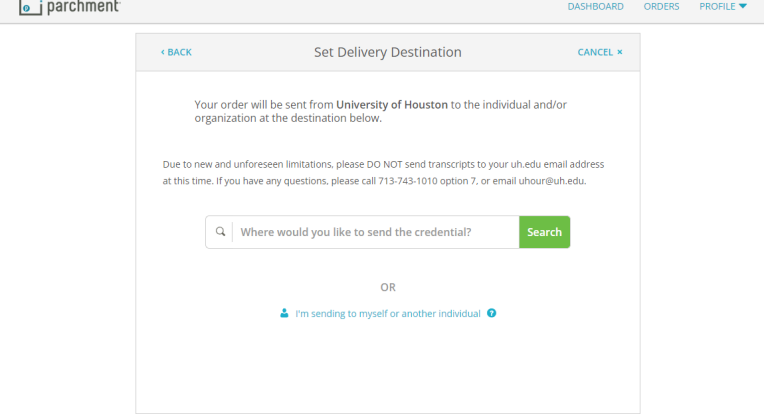


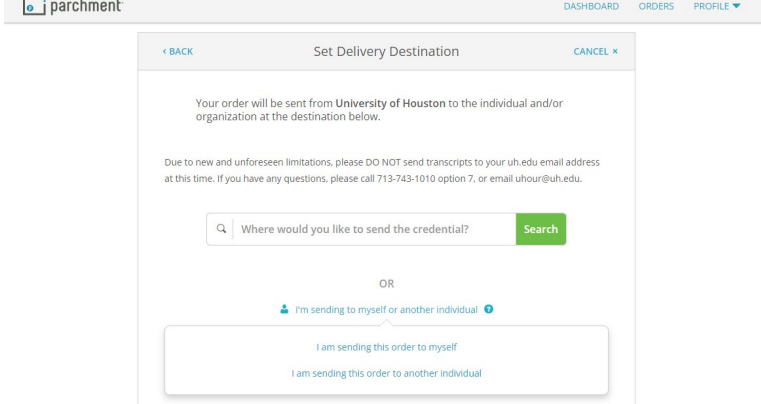
Parchment Guide for Electronic Transcripts

When you enter the Parchment portal, and you're ready to set the delivery destination, click the [blue link](#) below the search bar that reads "I'm sending to myself or another individual." Then, click the option of sending it to another individual when prompted:

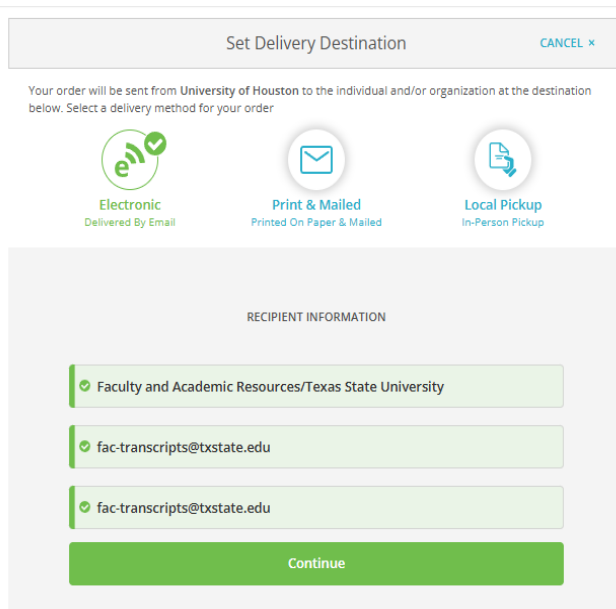
1



2



Clicking "I am sending this order to another individual" will direct you to this page:




Be sure to send your transcript to Faculty and Academic Resources (fac-transcripts@txstate.edu)

This is the **ONLY** way to ensure your transcript will reach Faculty and Academic Resources.

Once you've completed this step and verified the information, you may press continue.

Parchment Guide for Electronic Transcripts

When you click continue, you will be redirected to a page similar to the one below. Be sure to state employment as your purpose:


 DASHBOARD ORDERS PROFILE

Item Details

← BACK

CANCEL ✕

TRANSCRIPT



3.2

Official Transcript

For: Jesus De Leon

FROM

UNIVERSITY OF HOUSTON

University of Houston
Houston, TX

TO

Faculty and Academic Resources/Texas
State University
fac-transcripts@txstate.edu

Delivery Method: Electronic

Credential Fee:

\$12.50

Sales Tax:

To Be Calculated

Item Total:

\$12.50

• Purpose

✓ Employment

• When do you want this sent?

✓ Send Now

Add An Attachment File

Would you like to add an attachment file? (optional)

Add Attachment

Please review the information below pertaining to the type of consent that is required to complete this order.

Sign here with mouse or finger

Clear Signature

X

Type full name as signed above

First Name

Middle Name

Last Name

☐ I consent to the disclosure of the credentials and any provided attachments to the delivery recipient, each as I've selected above, and for the purpose identified

To process your request and payment, be sure to hit continue.