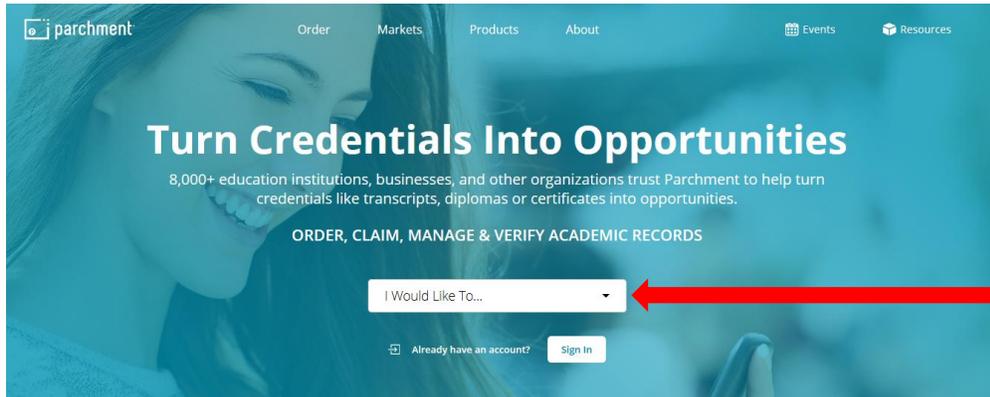


How to Order Your WMed Transcript

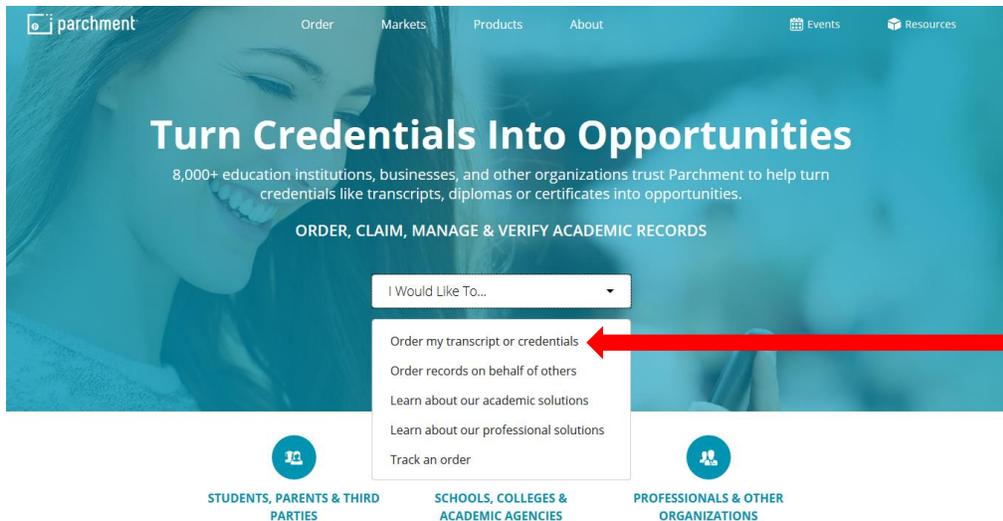
Transcripts may be order through Parchment (link below), a secured credentialing service which transmits certified official transcripts from WMed to a requested destination.

<https://www.parchment.com/>

Click the drop down menu where it says, “I Would Like To...”



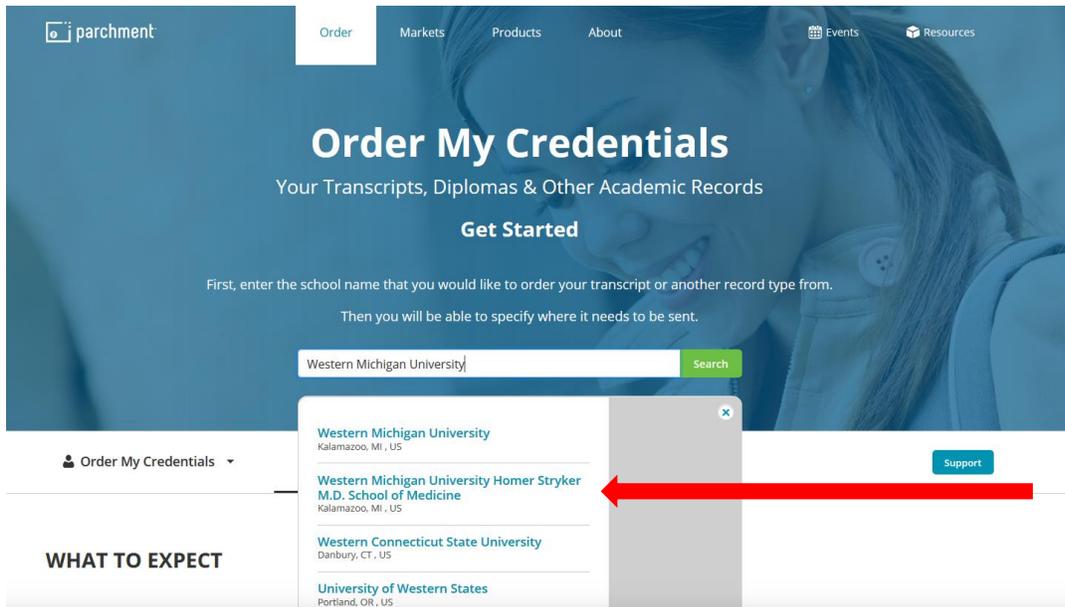
Select “Order my transcript or credentials” from the drop down menu.



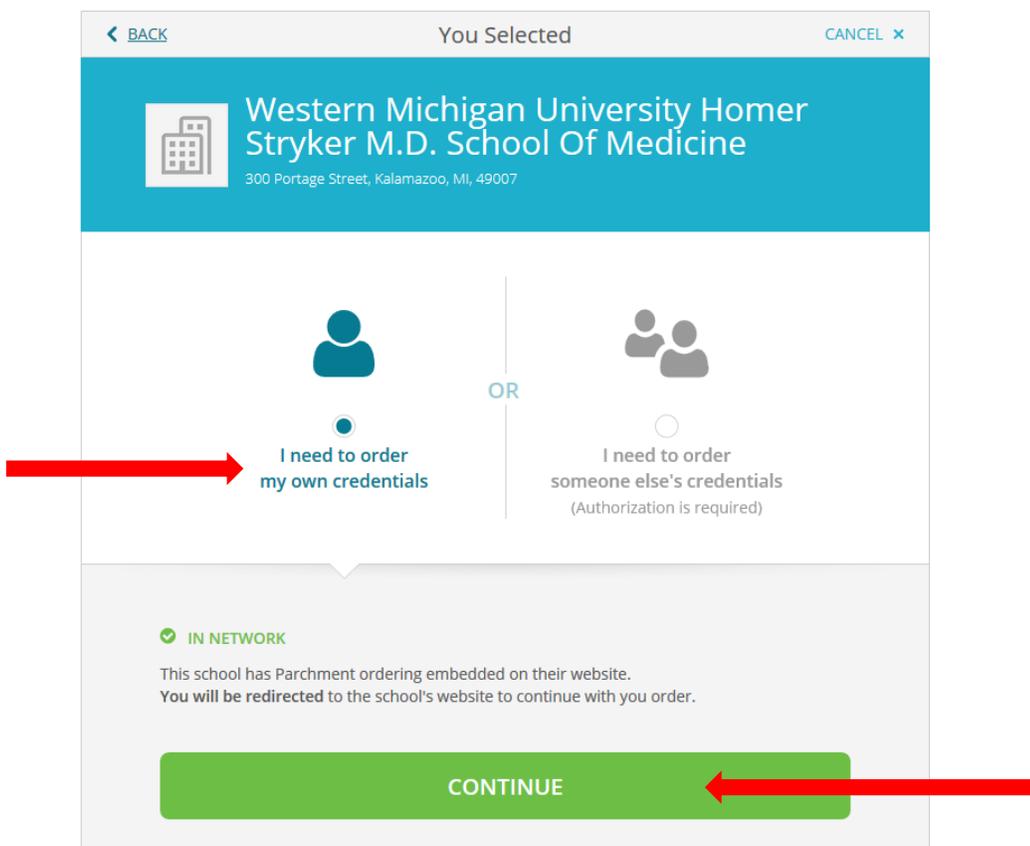
Type the name of the school by typing in the “Order from” field.



Be sure to choose Western Michigan University Homer Stryker M.D. School of Medicine as schools with similar names will populate.



A new menu will appear. Select “I need to order my own credentials” then select the “Continue” button.



If you have not ordered from Parchment previously, you will need to create an account. If you are a returning user simply login.




1. Login or Register

2. Select Documents

3. Order Details

4. Provide Consent

5. Payment

6. Review Order

New User

To request a transcript you must login or register by creating a new account. If you have already registered, please enter your **Email** and **Password** to the left and click **Sign In**.

If this is your first time using the online order system, please click **Create Account** and enter the required information. Once your account is created you will be able to request transcripts online and track the status of your orders.



Create Account

Returning Users

In order to continue, please login to your account.

Email Address:



Password:

[Forgot your password?](#)

Sign In

To send your transcript to yourself or a third party, click the blue hyperlink below the search box.

Home | My Account | Order Status | Support | Contact Us Shopping Cart: \$0 | Sign Out



1. Login or Register **2. Select Documents** 3. Order Details 4. Provide Consent 5. Payment 6. Review Order

Where would you like your document(s) sent?

Start by searching for your destination:
Western Michigan University Homer Stryker M.D. School of Medicine, WMed, Kalamazoo, MI

SEARCH

[Or Send to Yourself, Another Individual, or Third Party](#) ←

Select “eTranscript” to send a certified and official electronic transcript or “Paper” to mail a certified and official transcript to a specified address.

Home | My Account | Order Status | Support | Contact Us Shopping Cart: \$0 | Sign Out



1. Login or Register **2. Select Documents** 3. Order Details 4. Provide Consent 5. Payment 6. Review Order

Select Product Type

	<p>eTranscript</p> <p>Order an official, certified PDF of your transcript. Orders are generally processed within a few business days (Allow additional processing time for high volume periods). Please confirm with the...</p>	\$5.00
	<p>Paper Transcript - Mailed</p> <p>Order an official paper copy of your transcript. Orders are generally processed within a few business days (Allow additional processing time for high volume periods). NOTES: Transcripts will not be...</p>	\$10.00

From the "Order Details" screen you will fill in the recipient's name, email address or physical address and select your purpose for the request. Click "Continue" when finished.



Product Description

Order an official, certified PDF of your transcript. Orders are generally processed within a few business days (Allow additional processing time for high volume periods).

Please confirm with the recipients that they will be able to receive an electronic copy of your transcript. Also, to avoid potential problems with spam filters, please instruct recipients to allow emails from Parchment (noreplyint@parchment.com).

NOTES:

- This is the fastest, most secure, and environmentally friendly method to request your transcript.
- Transcripts will not be processed for those with restrictions or holds placed on their account.
- Students who attended prior to our SIS upgrade will not be able to use this method.

Order Options

Delivery Mode	<input type="radio"/> Electronic
Processing Time	<input checked="" type="radio"/> Now <input type="radio"/> Hold for Grades <input type="radio"/> Hold for Degree
	Holds are for current term only
Recipient Name*	<input type="text"/>
	* Required
Email Address*	<input type="text"/>
	Enter the recipient's email address for delivery
Attachment (Optional)	<input type="button" value="Browse..."/> No file selected. Upload supporting document
Purpose for Request *	<input type="text" value="--"/>

Note: Email Providers use filtering systems to reduce spam. Sometimes, they accidentally filter the email that you want them to receive. To make sure that your document emails are not filtered into "junk" or "bulk" folders, please verify that the recipient can receive email from Parchment (parchment.com).

Verify the information is correct then click "Checkout". If you would like to order multiple transcripts to be sent to multiple parties, click "Continue Shopping" and repeat the steps above.

Home | My Account | Order Status | Support | Contact Us Shopping Cart: \$5 | Sign Out



WESTERN MICHIGAN UNIVERSITY
— Homer Stryker M.D. —
SCHOOL OF MEDICINE

1. Login or Register 2. Select Documents **3. Order Details** 4. Provide Consent 5. Payment 6. Review Order

Your Shopping Cart Contents

Total Items: 1 Amount: \$5.00

Qty.	Document Name	Unit	Total	
1	 eTranscript	\$5.00	\$5.00	Remove

Delivery Mode - Electronic
Processing Time - Now
Recipient Name - Sample student
Email Address - sample@email.com
Document Date - 06/10/2019 5:24:37

Sub-Total: \$5.00

[Update Shopping Cart](#)

[Continue Shopping](#) [Checkout](#) 

Provide consent to release the transcript by clicking the "I Accept" button on the bottom left, then click "Next".



1. Login or Register

2. Select Documents

3. Order Details

4. Provide Consent

5. Payment

6. Review Order

Consent form to release academic records

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT OF 1974 (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. FERPA dictates that University staff members may not share any information, other than directory information, with anyone outside of the University system. This includes, but is not limited to, information about grades, disciplinary history and action, health concerns, and the balance in your accounts. Schools may disclose, without consent, "directory" information such as a students name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. Exceptions to this Act are allowed in life-threatening situations. University administrators within the University system may share information about students and residents on a need-to-know basis.

By checking the box below, you represent that you are the student requesting to release your own educational records, and you are providing consent to release your educational records. In compliance with the Family Education Rights and Privacy Act of 1974, all transcript requests MUST BE MADE BY THE STUDENT; no requests can or will be accepted from a third party (including parents). It is the responsibility of the student to assist in their own privacy protection by not allowing access of their educational records to others, including the release of their university personal identification numbers, Student ID or SSN, computer login usernames and passwords, etc.

Please visit the [U.S. Department of Educations website](#) for further information regarding FERPA

I ACCEPT

Next

Enter your payment information by clicking "Pay Now". Your order will be submitted and the transcript will be processed. Transcripts may take 2 business days to process.