

# How to request a transcript from Missouri State University



1. Go to this website:

---

<https://www.parchment.com/u/registration/33767/institution>

2. Click on "ordering your own credentials."

---



3. Scroll to the bottom of page, enter Personal Email Address - NOT school email. Click continue.

---

4. Enter personal & student identification information. Click continue.

---

- Enter all information.
- Create a password.
- Check the box that says you have your parent or legal guardians' permission

5. To continue, you must retrieve confirmation code

---

- Go to email address that you provided.
- Copy the confirmation code.
- Paste the confirmation code on the transcript website.
- Click submit.

# How to request a transcript from Missouri State University



## 6. Enrollment Information

---

- Enter personal enrollment information.
- Click continue.

## 7. Transcript Type

---

- Choose Transcript Delivery Type: electronic.
- Click Order.

## 8. Set Delivery Destination

---

Search for the college or university you are sending to.

If you are sending to a two-year school, you will likely need to manually enter the email address.

## 9. Item Details

---

- Choose when (If currently taking a class, wait until grades are posted to request.)
- Purpose: Admission
- Term: Choose the semester you plan to start.
- Sign your name in the box. Type your name below.
- Check the box to consent.
- Click Continue.

## 10. Checkout

---

- The cost for a transcript request is \$10.00.
- Provide payment information to complete, and submit order.