


## Parchment Transcript Ordering Process


1. Log into Parchment.

**Learner Account**


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 **Austin Peay State University**

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Ordering your own  
credentials or  
academic records



Ordering on behalf  
of someone else

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START HERE - Enter Your Email Address

\* Email


Continue



\* All items with a red asterisk are required.

By signing up you agree to the Parchment [terms of use](#) and [privacy policy](#).

**You may use any email. This is to create an account and receive updates about your order.**

### Available Credentials

 The following credentials are available from **Austin Peay State University**. Start your order by selecting a credential listed below (you can add more later)

	<h4>Transcript</h4> <p>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.</p>	<a href="#">Order</a>
	<h4>Replacement Diploma - Digital and Print</h4> <p>A Diploma is a certificate awarded by an educational institution to show that someone has successfully completed a course of study.</p>	<a href="#">Order</a>


2. To select Transcript, click Order.

### < BACK Set Delivery Destination

Your order will be sent from **Austin Peay State University** to the individual and/or organization at the destination below.

[Search](#)

OR



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

3. Either type in the institution to search to see if they have a Parchment account or click “I’m sending to myself or another individual.”

[← BACK](#) **Set Delivery Destination**

Your order will be sent from **Austin Peay State University** to the individual and/or organization at the destination below.

OR

 I'm sending to myself or another individual 


I am sending this order to myself

I am sending this order to another individual


4. Select the appropriate option. For example purposes, we will use “I am sending this order to another individual.”

[< BACK](#) Set Delivery Destination


Your order will be sent from **Austin Peay State University** to the individual and/or organization at the destination below. Select a delivery method for your order



**Electronic**  
Delivered By Email



**Print & Mailed**  
Printed On Paper & Mailed



**Local Pickup**  
In-Person Pickup

**RECIPIENT INFORMATION**

\* School Name, Business, Person, or Your Name

\* Recipient's Email


\* Retype Email

Continue

[← Back to search](#)

5. Select Email, Mail, or Local Pickup. Enter all required fields.

[< BACK](#) Item Details



**Transcript**  
For: [REDACTED]

**FROM**  
Austin Peay State University  
Clarksville, TN

**TO**  
[REDACTED]@yahoo.com


**Delivery Method: Electronic**

Credential Fee: \$10.00  
Sales Tax: To Be Calculated  
Item Total: \$10.00

\* When do you want this sent?  
 Send Now

\* Purpose  
 Admission

**Add An Attachment File**

 Would you like to add an attachment file? (optional) [Add Attachment](#)

6. Select when you want the transcript sent and the purpose. If attaching a file, be sure it is completed and signed before uploading.

\* When do you want this sent?

Send Now

Hold for Grades

Hold for Degree

Send Now

\* Purpose

Admission

Scholarship

Certification or Licensure

Admission

Employment

Grant or Fellowship

7. Sign and type your name, click Continue.

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
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\*  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 by me above.

- Your order summary will appear. If everything looks correct, click continue to pay the transcript fee.

[← BACK](#) Order Summary

**i** Your order has not been placed yet. Please review and complete the order below

Here's your order summary [REDACTED] [Expand All](#)


FOR	[REDACTED]	1	\$10.00	^
ITEM	Transcript		\$10.00	
FROM	Austin Peay State University			
TO	[REDACTED]			

[+ Add another item for \[REDACTED\]](#)

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Total Credential Fees	\$10.00
Sales Tax	To Be Calculated
<b>Order Total</b>	<b>\$10.00</b>

[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.



## SECURE PAYMENT GATEWAY

We adhere to the highest level of PCI compliance and never store your credit card information.

**Billing Address**

United States of America  \* Phone

Address 2

Clarksville Tennessee 37043

Address verified

Continue

\* All items with a red asterisk are required

Enter all required fields with \* and be sure all information is correct.



## SECURE PAYMENT GATEWAY

We adhere to the highest level of PCI compliance and never store your credit card information.

**Payment Information**

Enter first and last name as it appears on credit card

Credit Card Number

Exp Month Exp Year CVV

Billing Address

VISA MasterCard DISCOVER AMERICAN EXPRESS

Order Total	\$10.00
Sales Tax	\$0.00
<b>Total amount that will be charged to this card</b>	<b>\$10.00</b>

Submit Payment

Enter payment information. Click Submit Payment.

9. You will receive confirmation and updates about this order to the email you provided. If there are no holds, the order should be processed in 1-2 hours.