

Official Transcripts

Enter your email address.

*If you have not ordered an official transcript after **August 2022**, you will need to create a new account. All required information is marked with an asterisk. **Use the dropdown options in the field whenever possible.**

PASSWORD must contain:

- At least 10 characters
- At least 1 uppercase letter
- At least 1 lowercase letter
- At least 1 special character
- At least 1 number

EXAMPLE: Transcript@1

You will be sent a verification code to your email. Verify the code and finish entering your enrollment information.

Then, select TRANSCRIPT

Select a delivery destination.

Do **NOT** select Morgan State University. A. Use the search field for **popular places**, such as a large college/university.

B. **PREFERRED METHOD**—Select “I’m sending to myself or another individual” to send to a **specific** recipient.

Enter the required information based on your preferred delivery method.

*Students who attended prior to 2006 may **ONLY** request a printed transcript to be mailed or picked up.

Sign the authorization of release.

Pay. Once you have completed your order, you will be prompted to pay via credit card. You can login to Parchment at any time to check the status of your order by clicking “Order Status” on the navigation bar. If you selected pick up, you will receive a separate email regarding pick up information.