
West Texas A&M University e-Transcripts

Electronic transcripts ordered through Parchment are certified **Official**.

Recipient options:

- Send a transcript to a Parchment In-Network Receiver
 - Search for the recipient using the search bar on the “Set Delivery Destination” page while ordering.
- Manually input your recipient’s email address
 - Select the option that says “I’m sending to myself or another individual” on the “Set Delivery Destination” page while ordering.
- Send a transcript to yourself
 - Select the option that says “I’m sending to myself or another individual” on the “Set Delivery Destination” page while ordering.
- Third-Party: Only available to other educational institutions, scholarship foundations, employers, military representatives, or government representatives.
 - Payment is the responsibility of the requesting organization.
 - Authorization of Information Release form with the student’s personal signature is required to be submitted with the order.

Processing time can take up to 7 Business Days.

Please be aware:

Student’s themselves must order their transcript.

Most businesses, schools, and organizations will not consider an e-Transcript to be Official if it is forwarded from your personal email. (We recommend that you ask the recipient for their receiving preference.)

Transcripts sent to military email addresses may not be deliverable due to firewalls. (We recommend asking your recipient for a backup alternate email address.)

Printed PDF transcripts are NOT considered Official.

Mac Users: Must have at least version 8 of Adobe Reader. On the pdf document, Control + Click to choose "Open With" Adobe.