Students with Access to My.Bethel

Unofficial Transcript	Official Transcript
 Use Google Chrome as Browser Go to my bethel.edu Sign in using your Bethel log in Click on Tools & Resources (upper right) Click on Banner Link Click on Self-Service Banner System Click on Student Click on Student Profile Click on Academic Transcript Select Level: All Levels, and Select Type: Unofficial Right Click and Select Print Change Printer to "Save as PDF" Click on Save Select where to save the file Print the PDF 	 Go to <u>www.bethel.edu/registrar</u> in Firefox or Google Chrome Click on Order a Transcript Click on Order an Official Transcript via Parchment Create or Login to your Parchment account Follow the prompts Pay online with credit card OR Fill out paper form in our office or download PDF request form at this link: <u>Transcript Request Form (pdf)</u>. Pay with check or request online link to pay with a credit card. Online: Fill out PDF form, sign, scan or take a picture and submit as an attachment to <u>registrar-data@bethel.edu</u>. Once the request is received, we will send you a link to pay with a credit card.

Students without Access to My.Bethel

Official Transcript Only

- 1. Go to www.bethel.edu/registrar in Firefox or Google Chrome
- 2. Click on Order a Transcript
- 3. Click on Order an Official Transcript via Parchment
- 4. Create or Login to your Parchment Account
- 5. Follow the prompts
- 6. Pay online with credit card

Official Transcript Processing Cost

- **Cost:** When ordered through Parchment, electronic transcripts will cost \$10 per copy, and paper transcripts mailed within the United States, will cost \$15 plus postage per copy.
- Cost: When ordered using the Transcript Request Form (PDF) will be \$25 per copy if mailed within the United States.

Questions about Ordering a Transcript

- If you have questions about the content of your transcript (courses, grades, degree, etc.), you should contact the appropriate Registrar's Office at <u>cas-registrar@bethel.edu</u>; or<u>caps-sem-gs-</u> <u>registrar@bethel.edu</u>.
- 2. For additional assistance with your order, <u>contact Parchment</u>, our transcript vendor.
- 3. <u>Watch a video walk-through of the order process</u>
- 4. Check the status of your order

Note: If you are unable to make an on-line order, fill out the <u>Transcript Request Form (pdf)</u> and mail it in or bring it to our office, or send it in as an attachment to <u>registrar-data@bethel.edu</u>. The cost is \$25.00. Pay with via online link to pay with credit card or check.