

Send An Official Electronic Transcript: Parchment

To send your official electronic transcript to our UCSD Extended Studies, Education department, you will need to choose the **“I’m sending to myself or another individual”** option:

< BACK
Set Delivery Destination
CANCEL ×

Your order will be sent from **University of California - Berkeley** to the individual and/or organization at the destination below.

Transcripts are sent through the US Postal system; the Office of the Registrar is not responsible for mishandling by the U.S. Post Office or the receiving school or agency. 1st Class mail that is sent Internationally may require up to 30 days for delivery. Please consider sending FedEx if you wish to track the transcript.

Q

Search

OR

👤
 I'm sending to myself or another individual
?

From the drop-down options you will choose “I am sending this order to another individual”:

👤
 I'm sending to myself or another individual
?

I am sending this order to myself

I am sending this order to another individual

This will open a “RECIPIENT INFORMATION” section, where you will click the “**Electronic, Delivered By Email**” option from the top:

[← BACK](#) Set Delivery Destination [CANCEL ×](#)

Your order will be sent from **University of California - Berkeley** 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

i **IMPORTANT INFORMATION ABOUT YOUR NAME IN EMAILS SENT TO RECIPIENTS OF PDF TRANSCRIPTS:** See our website [Click here](#)

RECIPIENT INFORMATION

* School Name, Business, Person, or Your Name

* Recipient's Email

* Retype Email

Continue

You will then type in our department specific information:

School Name:	UCSD Extended Studies - Education
Recipient's Email:	submittranscript-debs@ucsd.edu
Retype Email:	submittranscript-debs@ucsd.edu

< BACK
Set Delivery Destination
CANCEL x

Your order will be sent from University of California - Berkeley 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

IMPORTANT INFORMATION ABOUT YOUR NAME IN EMAILS SENT TO RECIPIENTS OF PDF TRANSCRIPTS: See our website [Click here](#)

RECIPIENT INFORMATION

✓ UCSD Extended Studies - Education

✓ submittranscript-debs@ucsd.edu

✓ submittranscript-debs@ucsd.edu

Continue

After you click "Continue" you will follow the prompts to make your payment and complete your request.