

Parchment

REQUESTING TRANSCRIPTS

The Office of Records and Registration
126 Tillman Hall
Winthrop University



Winthrop University students and former students who have attended since **August 1985** can request official electronic or printed transcripts through Parchment. The fee for an electronic transcript is **\$10.25 per transcript**, and a paper-mailed transcript is **\$13.00 per transcript**.

IMPORANT LINKS

Transcript Information:

<https://www.winthrop.edu/recandreg/transcripts.aspx>

Parchment:

<https://www.parchment.com/u/registration/33030/account>



Winthrop University

701 Oakland Ave, Rock Hill, SC, 29733-7001, US



Ordering your own credentials
or academic records

OR



Ordering on behalf of
someone else

A MESSAGE FROM WINTHROP UNIVERSITY

Winthrop University is excited to partner with Parchment to offer students and alumni a secure, electronic way to send official transcripts. Parchment transcript requests are not available to students and alumni who attended Winthrop prior to August 1985. If you attended Winthrop prior to that date, please contact Records and Registration at Winthrop at recandreg@winthrop.edu to complete a paper transcript request form for a mailed transcript.

START HERE - ENTER YOUR EMAIL ADDRESS


Continue

* All items marked with a red asterisk are required

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

1. **Select which type of order you wish to fulfill.**
2. **Enter your personal email address.**

ENTER YOUR PERSONAL INFORMATION

smithmt@winthrop.edu 

* First Name	Middle Name	* Last Name
* Month Of Birth ▼	* Day Of Birth ▼	* Year Of Birth ▼
* Highest Level Of Education ▼		

ENTER YOUR CONTACT INFORMATION

* Cell Phone

US

* Address 1		
Address 2		
* City	State/Province	* Postal Code

CHOOSE A PASSWORD

* Password	* Retype Password
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CREATE ACCOUNT & CONTINUE

3. Enter your personal information.

Note Winthrop does not have a unique password for you.

To create your account, we need to confirm a
valid email address



We just sent you a confirmation email.

To gain access to your account, please check [REDACTED] and enter the provided registration code below.

* Confirmation Code

Submit

Please check your spam folder if you don't see the email. Having trouble?

[Re-send My Verification Email](#) | [Start Over](#) | [Parchment Support](#)

* All items marked with a red asterisk are required.

4. Validate your email address.

NAME [REDACTED]
DOB [REDACTED]

Some additional information related to your enrollment is required below.



Winthrop University

would like you to provide the following information:

* Are you currently enrolled?

* Your first year of attendance

* Please verify your name while attending

[REDACTED]

Other name variation or maiden name

Finish creating my Parchment account *without* placing an order right now.

CONTINUE

* All items marked with a red asterisk are required.

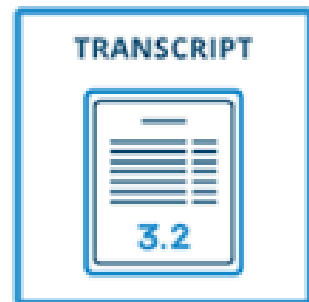
5. Enter your enrollment information.

Available Credentials

CANCEL ×



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



Transcript

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.

Order

6. Order your transcript.

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

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Please remember that any financial obligations or administrative holds with Winthrop University must be resolved with the appropriate campus office before release of the transcript. You can track a request in real time by signing into your account and viewing the status of your transcript request.

Show Less ^

Q | Where would you like to send the credential? Search

OR

 I'm sending to myself or another individual 

I am sending this order to myself

I am sending this order to another individual

7. Set the Delivery Destination.

Note Sending the order to yourself will make the transcript **UNOFFICIAL**

< BACK

Set Delivery Destination

CANCEL x

Your order will be sent from Winthrop 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

RECIPIENT INFORMATION



[Redacted]

* Recipient's Email

* Retype Email

Continue

8. If the transcript is being sent electronically, enter recipient's email address.

< BACK

Set Delivery Destination

CANCEL x

Your order will be sent from Winthrop 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

RECIPIENT INFORMATION

✓ [Redacted]

Attention

✓ [Redacted]

✓ [Redacted]

✓ [Redacted]

Address 2

✓ [Redacted] ✓ [Redacted] ✓ [Redacted]

9. If the transcript is to be printed and mailed, enter the recipient's mailing address.



VALID ADDRESS: This address has been validated. Please continue.



Transcript

For: [REDACTED]



FROM
Winthrop University
Rock Hill, SC

Delivery Method: Paper

Credential Fee: \$13.00

Item Total: \$13.00

TO

[REDACTED]

* When do you want this sent?

Send Now

10. Verify that the information is correct and proceed with your order!

CONTACT US

If you run into any issues or have any further questions, please reach out!

Email: recandreg@winthrop.edu

Phone: (803)323-2194



Thank you!

The Office of Records and Registration
126 Tillman Hall
Winthrop University

