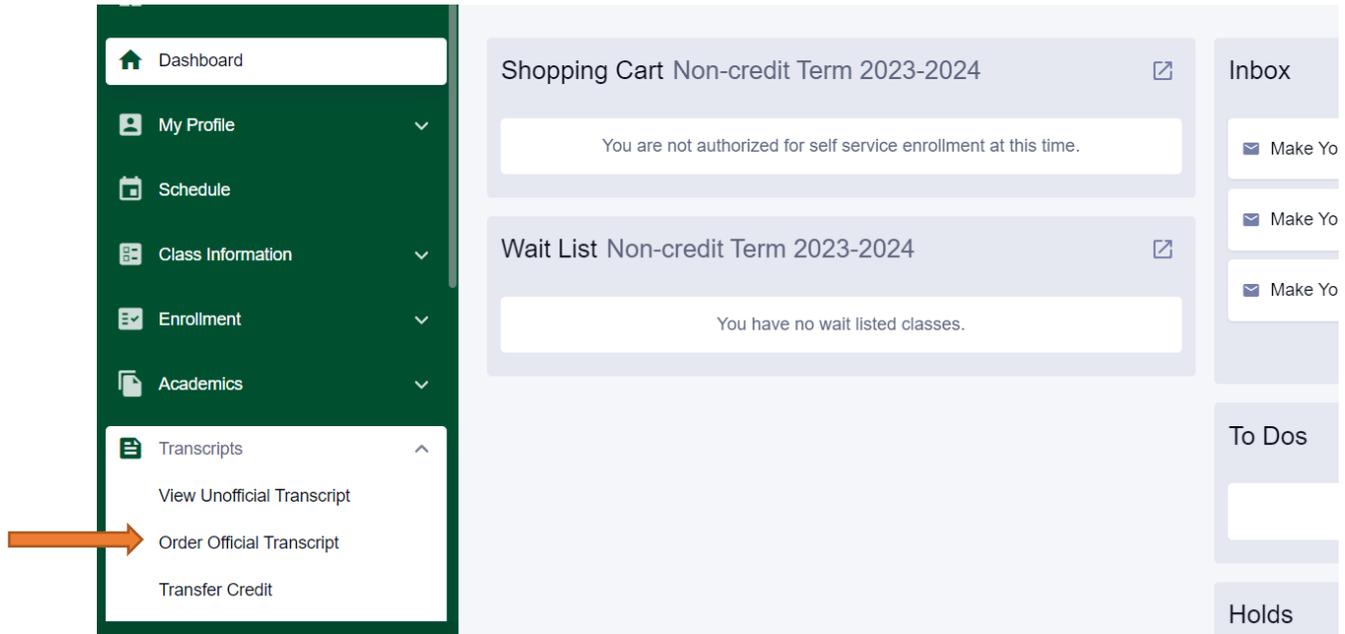


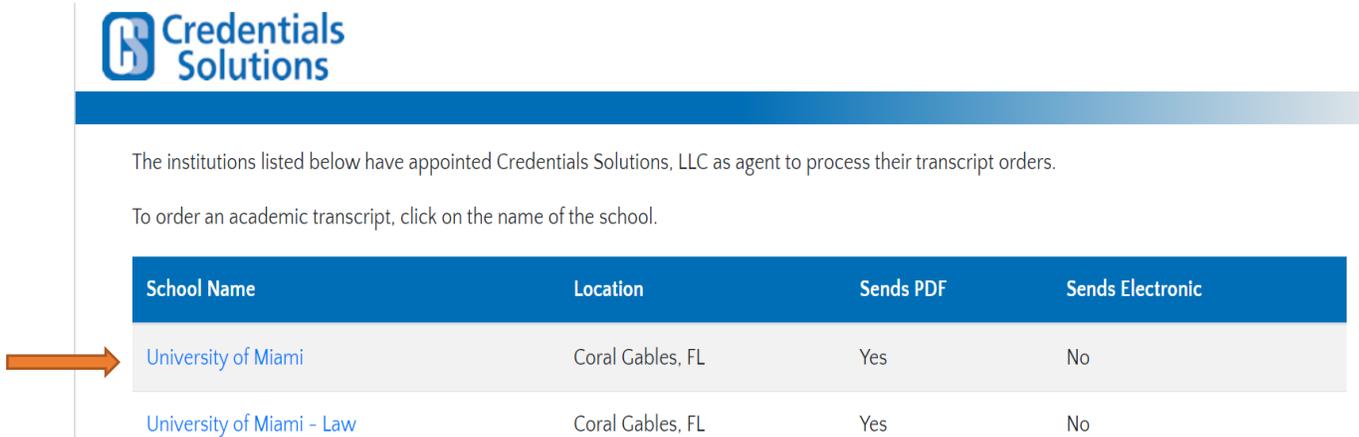
Step-by-Step Instructions for Submitting Electronic Transcripts

1. Go to “CaneLink Home” on your CaneLink. On the left-hand side, you should see a section that says “Transcripts”, where you will select “Order Official Transcripts” or “View Unofficial Transcript” (if your program only requires an unofficial transcript).



The screenshot shows the CaneLink Home dashboard. On the left, a dark green sidebar contains a menu with the following items: Dashboard, My Profile, Schedule, Class Information, Enrollment, Academics, and Transcripts. The 'Transcripts' menu is expanded, showing three options: View Unofficial Transcript, Order Official Transcript, and Transfer Credit. An orange arrow points to the 'Order Official Transcript' option. The main content area shows a 'Shopping Cart Non-credit Term 2023-2024' section with a message: 'You are not authorized for self service enrollment at this time.' Below it is a 'Wait List Non-credit Term 2023-2024' section with a message: 'You have no wait listed classes.' On the right side, there are sections for 'Inbox' (with three 'Make Yo' items), 'To Dos', and 'Holds'.

2. Click on the “University of Miami” option. You will be redirected to Parchment.com.



The screenshot shows the Credentials Solutions website. At the top left is the logo for Credentials Solutions. Below the logo, there is a blue header bar. The main content area contains the following text: 'The institutions listed below have appointed Credentials Solutions, LLC as agent to process their transcript orders.' and 'To order an academic transcript, click on the name of the school.' Below this text is a table with four columns: School Name, Location, Sends PDF, and Sends Electronic. The table has two rows of data. An orange arrow points to the 'University of Miami' link in the first row.

| School Name | Location | Sends PDF | Sends Electronic |
|---|------------------|-----------|------------------|
| University of Miami | Coral Gables, FL | Yes | No |
| University of Miami - Law | Coral Gables, FL | Yes | No |

3. Enter your UM email address.

University Of Miami
1306 Stanford Drive, The University Center, Room 1230, Coral Gables, FL, 33146, US

A MESSAGE FROM UNIVERSITY OF MIAMI

Welcome to Parchment. We're offering this service to make ordering transcripts easier for you. It's also more efficient for your school, and will deliver your transcripts to the colleges you choose in the format they prefer.

ATTENTION: In order to receive your free law school transcript you must place an order for your Undergraduate transcript prior to completing your request for a law transcript. Both orders must be placed on the same day.

ATTENTION: Transcript processing is taking between 7-10 business days due to the University of Miami's student information system conversion. During the conversion some errors occurred; we are checking every transcript before it is mailed to ensure accuracy. Thank you for your patience.

ATTENTION: If you require a University of Miami, School of Law transcript, please use this URL (<http://www.parchment.com/u/registration/40676531/account>) to place your order. If you are ordering your law transcript and also need your University of Miami Undergraduate or Graduate transcripts you must place two separate orders. One on the Law request and one on the University of Miami request.

Show More ▾

START HERE - ENTER YOUR EMAIL ADDRESS

Email

Continue

* All items marked with a red asterisk are required

4. Create a Parchment account if you have not already. Follow the prompts to:
 - a. Enter your personal information, contact information, and choose a password
 - b. Enter your enrollment information on the next screen

5. Click the Order button next to "Official Transcript".

The screenshot shows the 'Available Credentials' page in the Parchment system. At the top, there is a navigation bar with the Parchment logo and links for 'DASHBOARD', 'ORDERS', and 'PROFILE'. Below the navigation bar, the page title is 'Available Credentials' with a 'CANCEL x' button. The main content area contains a message from the University of Miami: 'The following credentials are available from University of Miami. Start your order by selecting a credential listed below (you can add more later)'. There are two credential options listed:

- Official 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. This option has a green 'Order' button highlighted with an orange arrow.
- Notarized Transcript (Only if Requeste...)**: Transcripts are official without notarization. Only select if requested by recipient. An additional \$5.00 fee per each notarized transcript. Please allow additional processing time. This option also has a green 'Order' button.

6. Click "I'm sending to myself or another individual" and choose "I am sending this order to another individual."

The screenshot shows the 'Set Delivery Destination' page in the Parchment system. At the top, there is a navigation bar with the Parchment logo and links for 'DASHBOARD', 'ORDERS', and 'PROFILE'. Below the navigation bar, the page title is 'Set Delivery Destination' with a '< BACK' button and a 'CANCEL x' button. The main content area contains a message: 'Your order will be sent from University of Miami to the individual and/or organization at the destination below.' Below this message, there is a search bar with the placeholder text 'Where would you like to send the credential?' and a green 'Search' button. Below the search bar, there is an 'OR' separator and two options:

- I'm sending to myself or another individual**: This option is selected and has a dropdown menu open showing two sub-options: 'I am sending this order to myself' and 'I am sending this order to another individual'. The 'I am sending this order to another individual' option is circled in orange.

7. Choose the “Delivery Method” and enter UM Study Abroad’s information under “Recipient Information”. Click “Continue”.

parchment DASHBOARD ORDERS PROFILE ▾

◀ BACK Set Delivery Destination CANCEL ×

Your order will be sent from University of Miami 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

Local Pickup
In-Person Pickup

RECIPIENT INFORMATION

✓ University of Miami Study Abroad

✓ studyabroad@miami.edu

✓ studyabroad@miami.edu

Continue

[← Back to search](#)

8. Complete the information and sign the form. Click “Continue”.

FROM
University of Miami
Coral Gables, FL

TO
University of Miami Study Abroad
studyabroad@miami.edu

Delivery Method: **Electronic**

Credential Fee: \$7.00

Item Total: \$7.00

* When do you want this sent?
✓ Send Now

* Purpose
✓ Other

Would you like to add an attachment file? (optional) [Add An Attachment](#)

Please review the information below pertaining to the type of consent that is required to complete this order.

Sign here with mouse or finger [Clear Signature](#)

x _____

Type full name as signed above

* First Name Middle Name * Last Name

* I consent to the disclosure of the credentials and any provided attachments to the delivery recipient, each as I've selected above, and for the purpose identified by me above.

9. Review order summary and click “Continue”.

The screenshot displays the Parchment 'Order Summary' page. At the top, the Parchment logo is on the left, and navigation links for 'DASHBOARD', 'ORDERS', and 'PROFILE' are on the right. The main content area has a header with '< BACK', 'Order Summary', and 'CANCEL x'. Below this, a message states: 'Your order has not been placed yet. Please review and complete the order below. Here's your order summary.' A 'Collapse All' link is present. The order details are as follows:

| FOR | | | 1 | \$7.00 | ^ |
|------|----------------------------------|--|---|--------|---|
| ITEM | Official Transcript | | | \$7.00 | |
| FROM | University of Miami | | | | |
| TO | University of Miami Study Abroad | | | | |

Below the item list, there is a link: 'Add another item for'. The summary section shows:

| | |
|-----------------------|--------|
| Total Credential Fees | \$7.00 |
| Order Total | \$7.00 |

A large green button labeled 'CONTINUE' is centered below the summary. At the bottom, a security icon and text state: 'Payment will be collected through Parchment's secure payment gateway upon order completion. Parchment adheres the highest level of PCI compliance and never stores your credit card information. You will redirect to a secure payment screen.'

10. Complete the payment information and click “Submit Payment”.