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).

2. Click on the “University of Miami” option. You will be redirected to Parchment.com.
3. **Enter your UM email address.**

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”.

6. Click “I’m sending to myself or another individual” and choose “I am sending this order to another individual.”
7. Choose the “Delivery Method” and enter UM Study Abroad’s information under “Recipient Information”. Click “Continue”.

8. Complete the information and sign the form. Click “Continue”.
9. Review order summary and click “Continue”.

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