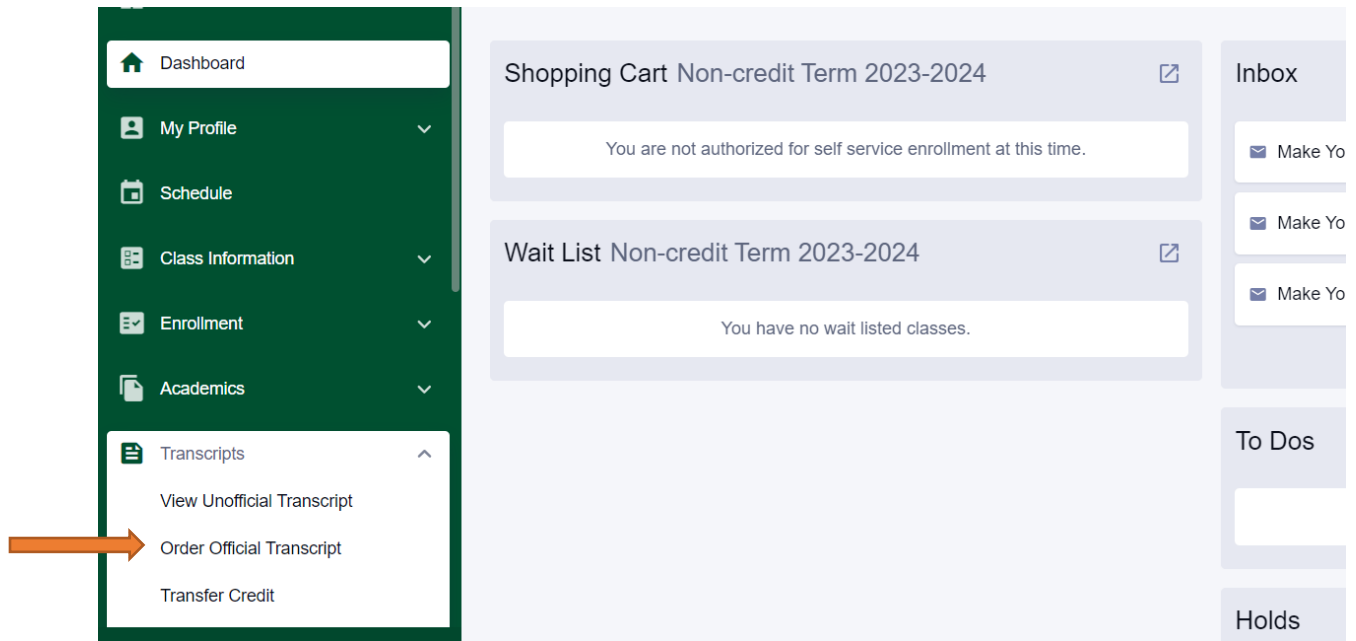


Step-by-Step Instructions for Submitting Electronic Transcripts

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).

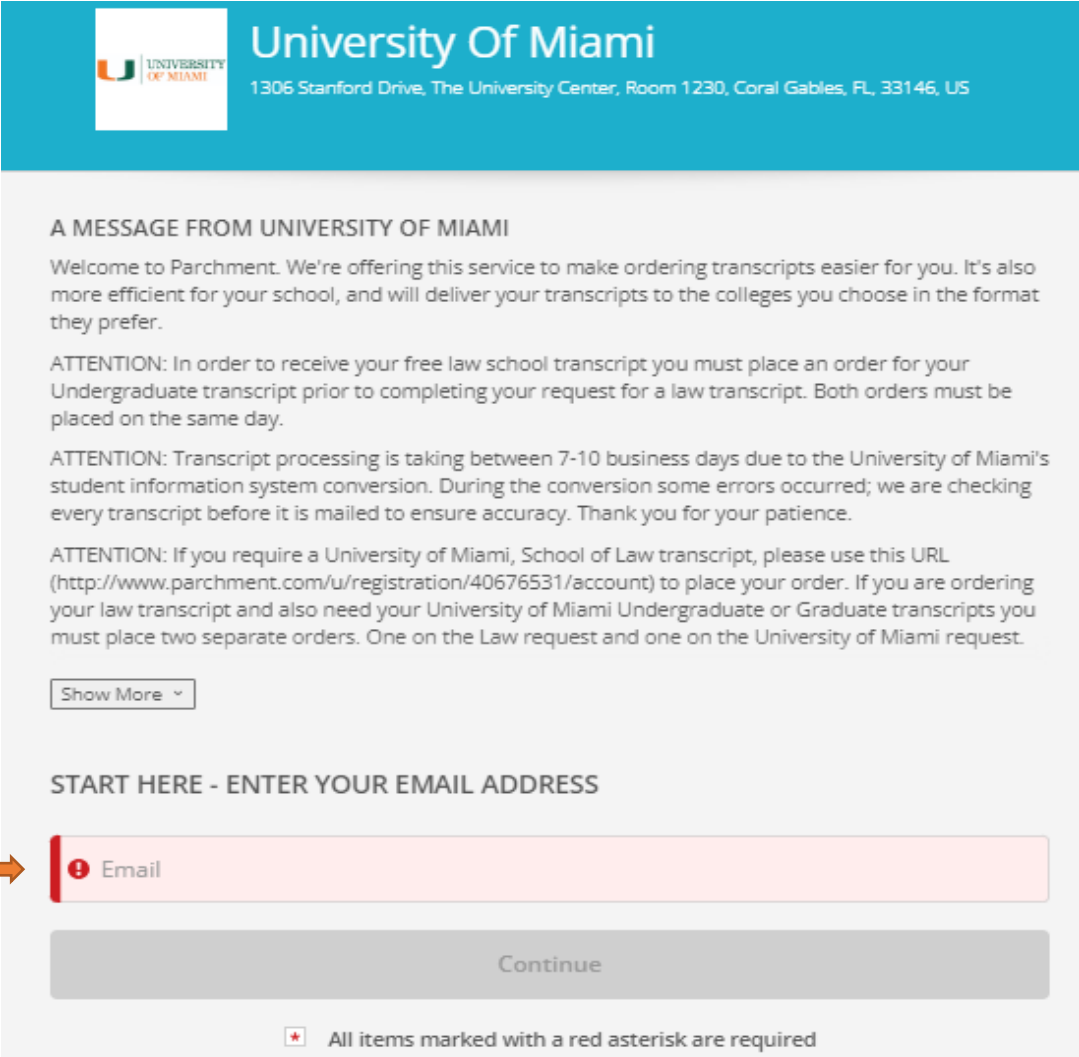


2. Click on the “University of Miami” option. You will be redirected to Parchment.com.

The screenshot shows the Credentials Solutions website. The header features the 'Credentials Solutions' logo. Below the header, a blue banner contains the text: 'The institutions listed below have appointed Credentials Solutions, LLC as agent to process their transcript orders. To order an academic transcript, click on the name of the school.' Below this is a table with four columns: 'School Name', 'Location', 'Sends PDF', and 'Sends Electronic'. The table lists two schools: 'University of Miami' and 'University of Miami - Law'. 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.



The image shows a web page for the University of Miami's Parchment service. At the top is a blue header with the University of Miami logo and name, and the address: 1306 Stanford Drive, The University Center, Room 1230, Coral Gables, FL, 33146, US. Below the header is a light gray section titled "A MESSAGE FROM UNIVERSITY OF MIAMI". It contains three paragraphs of text: a welcome message, an attention notice about ordering transcripts, and another attention notice about transcript processing times. Below the messages is a "Show More" button. Underneath is a section titled "START HERE - ENTER YOUR EMAIL ADDRESS". It features a red-bordered input field with a red exclamation mark icon and the word "Email". An orange arrow points to this input field. Below the input field is a gray "Continue" button. At the bottom, there is a red asterisk icon followed by the text "All items marked with a red asterisk are required".

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

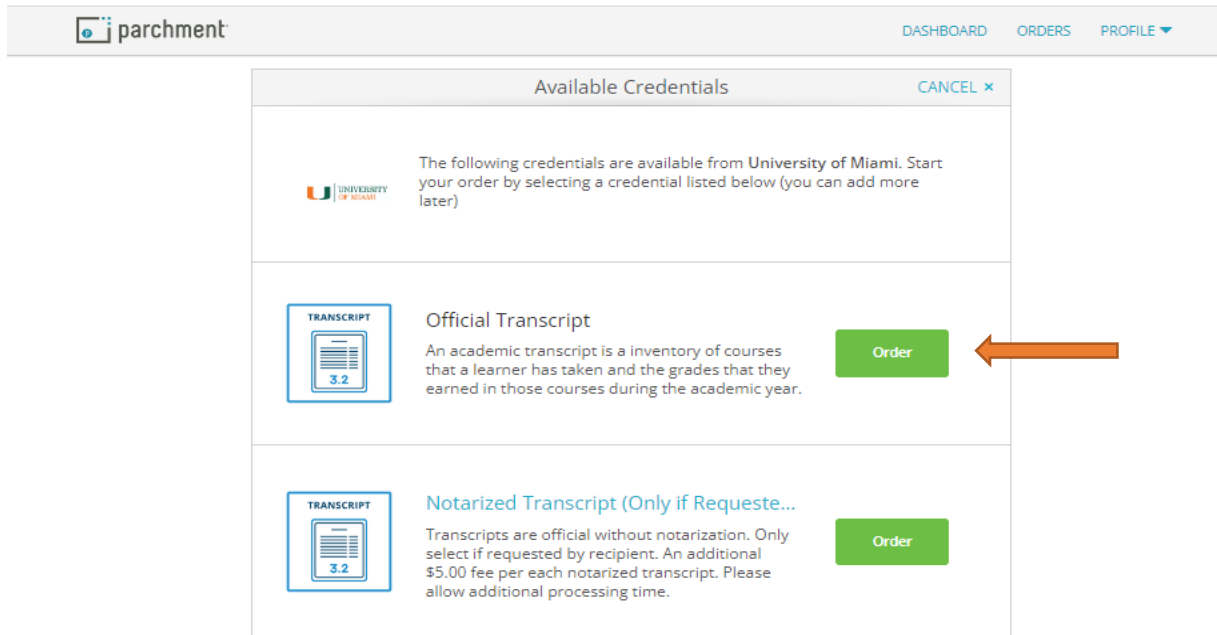
 Email

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

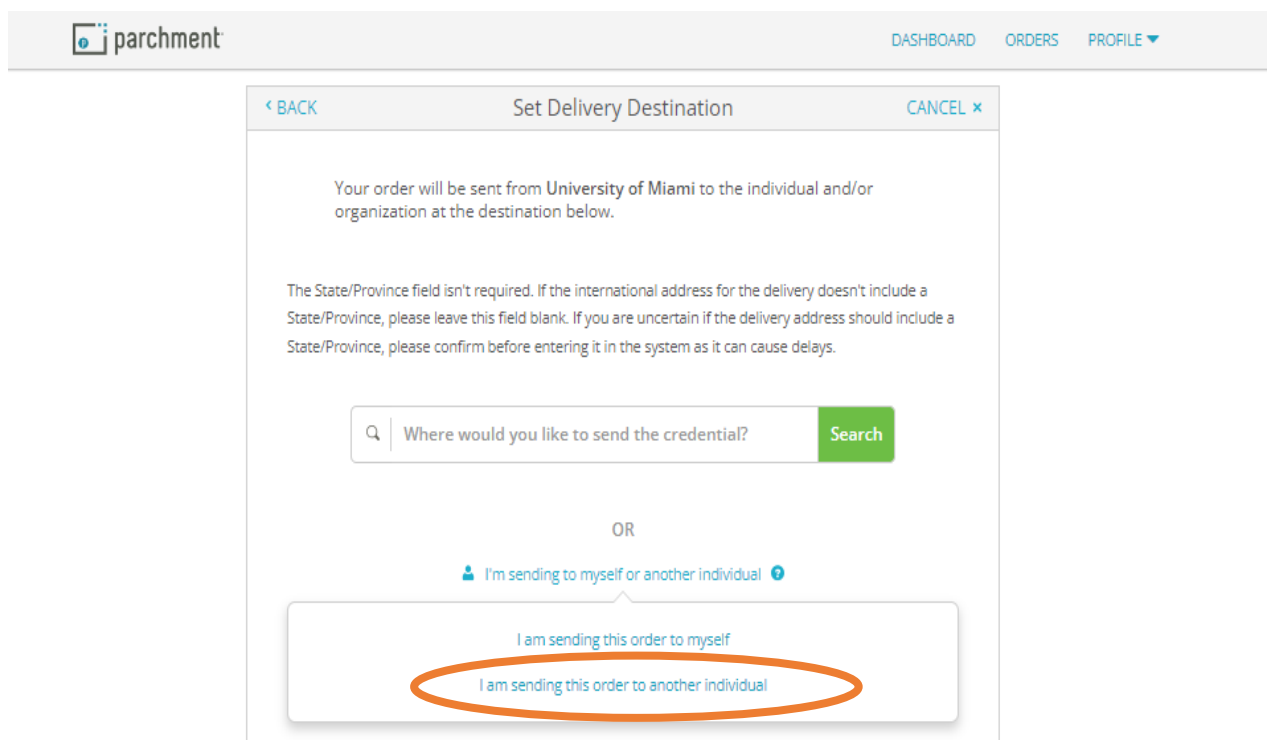
5. Click the Order button next to “Official Transcript”.



The screenshot shows the Parchment interface with a header bar containing the logo and navigation links: DASHBOARD, ORDERS, and PROFILE. The main content area is titled 'Available Credentials' and includes a 'CANCEL' link. Below the title, a message states: 'The following credentials are available from University of Miami. Start your order by selecting a credential listed below (you can add more later)'. The University of Miami logo is displayed. Two credential options are 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. An 'Order' button is next to this option, highlighted by an orange arrow.
- Notarized Transcript (Only if Requested)**: 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. An 'Order' button is next to this option.


6. Click “I’m sending to myself or another individual” and choose “I am sending this order to another individual.”



The screenshot shows the Parchment interface with a header bar containing the logo and navigation links: DASHBOARD, ORDERS, and PROFILE. The main content area is titled 'Set Delivery Destination' and includes a '< BACK' link and a 'CANCEL' link. Below the title, a message states: 'Your order will be sent from University of Miami to the individual and/or organization at the destination below.' A note explains: 'The State/Province field isn't required. If the international address for the delivery doesn't include a State/Province, please leave this field blank. If you are uncertain if the delivery address should include a State/Province, please confirm before entering it in the system as it can cause delays.' A search bar is present with the placeholder text 'Where would you like to send the credential?' and a 'Search' button. Below the search bar, the text 'OR' is displayed. Two options are listed:


- I'm sending to myself or another individual**: This option is selected, indicated by a blue icon.
- I am sending this order to another individual**: This option is circled in orange.


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


 [DASHBOARD](#) [ORDERS](#) [PROFILE](#)

[< BACK](#) Set Delivery Destination [CANCEL x](#)

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”.

 [DASHBOARD](#) [ORDERS](#) [PROFILE ▼](#)

[< BACK](#)









Order Summary

[CANCEL ×](#)

 Your order has not been placed yet. Please review and complete the order below

Here's your order summary

[Collapse All](#)

| | | |
|--|---|--|
| FOR |  |  \$7.00  |
| ITEM | Official Transcript |    \$7.00  |
| FROM | University of Miami | |
| TO | University of Miami Study Abroad | |
| + Add another item for  | | |


Total Credential Fees

\$7.00

Order Total

\$7.00

CONTINUE



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”.