

West Texas A&M University Summer Session

成绩单加印申请流程

* West Texas A&M University (WTAMU) Summer Session 在结课后一个月内，会为每一位学员免费寄送一份纸质版成绩单。若学员需要申请额外的成绩单，可以登陆 WTAMU 成绩单加印网站自行申请。

* 请注意，多数大学在为学生完成转学分时，会要求学生申请**官方纸质版**的成绩单由主办大学直接寄给学生大学相关转学分部门，不得由学生自己查收后转交。请与你的大学确认好成绩单接收要求及地址后，再开始申请加印成绩单。

Step 1: 进入成绩单加印网站（建议使用 **Mozilla Firefox** 或 **Google Chrome** 浏览）：

https://exchange.parchment.com/send/adds/index.php?main_page=login&s_id=4wRE63lto53SvUHW

Step 2: 登陆或创建账户

The screenshot displays the 'New User' section of the website. At the top, a progress bar shows six steps: 1. Login or Register (highlighted), 2. Select Documents, 3. Order Details, 4. Provide Consent, 5. Payment, and 6. Review Order. Below the progress bar, the 'New User' section contains instructions for logging in or creating a new account. A red arrow points to the 'Create Account' button with the text '第一次申请，请点击此处创建账户'. Another red arrow points to the 'Returning Users' section with the text '若已有账号，输入邮箱及密码直接登录申请'. The 'Returning Users' section includes a red-bordered box around the 'Email Address' and 'Password' input fields, and a 'Sign In' button. A 'Forgot your password?' link is also visible.

1. Login or Register 2. Select Documents 3. Order Details 4. Provide Consent 5. Payment 6. Review Order

New User

To request a transcript you must log in or register by creating a new account. If you have already registered, please enter your **Email** and **Password** to the left and click **Sign In**.

If this is your first time using the online order system, please click **Create Account** and enter the required information. Once your account is created you will be able to request transcripts online and track the status of your orders.

***NOTE: Please use either Mozilla Firefox or Google Chrome as your internet source.**

WTAMU Computer Access Policy: This computer system is the property of West Texas A&M University. Only authorized users may login to this computer system. All unauthorized use is strictly prohibited and subject to local, state, and/or federal laws. Therefore, this system is subject to security testing and monitoring. Misuse is subject to criminal prosecution. If you proceed to log into this system, you acknowledge compliance with University Rule 24.99.99.W1 Security of Electronic Information Resources and all related University security policies located at <http://www.wtamu.edu/rules> and University Rule 33.04.99.W1 Rules for Responsible Information Technology Usage. There should be no expectation of privacy except as otherwise provided by applicable privacy laws.

第一次申请，请点击此处创建账户

若已有账号，输入邮箱及密码直接登录申请

Create Account

Returning Users

In order to continue, please login to your account.


Email Address:

Password:

Forgot your password? Sign In

1) 创建账户。根据页面要求，完成所有信息填写，并提交信息完成账户创建。

Home | Support | Contact Us Shopping Cart: \$0 | Sign In



1. Login or Register 2. Select Documents 3. Order Details 4. Provide Consent 5. Payment 6. Review Order

NOTE: If you have already created an account, please [login](#).

Information

1) 填写个人信息，及个人地址， "*" 为必填项目

Address Details

First Name:	<input type="text" value="Ming"/>	* 名
Middle Name:	<input type="text"/>	
Last Name:	<input type="text" value="Li"/>	* 姓
Street Address:	<input type="text" value="123street"/>	* 门牌号及街道
Address Line 2:	<input type="text"/>	
City:	<input type="text" value="Miami"/>	* (Military Addresses: enter APO, DPO, or FPO)
State/Province:	<input type="text" value="Florida"/>	*
Post/Zip Code:	<input type="text" value="12345"/>	*
Country:	<input type="text" value="United States"/>	*
Telephone:	<input type="text" value="123-456-789"/>	* (eg. 555-555-5555)

Authentication Details 2) 填写与WTAMU注册表上信息一致的，生日，姓名信息

Date of Birth:	<input type="text" value="Jan"/>	<input type="text" value="01"/>	<input type="text" value="2001"/>	* 出生年月	
Year Graduated or Year Last Attended:	<input type="text" value="----"/>				
Degree Received or Degree Sought:	<input type="text"/>				
Name While Attending:					
Title:	<input type="text"/>				
First Name:	<input type="text" value="Ming"/>			* 名	
Middle Name:	<input type="text"/>				
Last Name:	<input type="text" value="Li"/>			* 姓	
Suffix:	<input type="text"/>				
Dates Attended:	<input type="text" value="----"/>	to	<input type="text" value="----"/>		
Last 4 SSN:	<input type="text" value=""/>				(eg. 1234)
Student ID:	<input type="text" value=""/>				WTAMU Student ID if known (initials + 8-9 digit number)

Login Details 3) 填写登陆使用的邮箱地址, 设置登陆密码

Email Address:
 * 邮箱地址

Confirm Email:
 * 邮箱地址确认

Password:
 * 登陆密码

Confirm Password:
 * 登陆密码确认

*请注意以下密码设置的要求
 For security, your password must be at least 10 characters in length and contain all of the following:

- An uppercase letter (A-Z)
- A lowercase letter (a-z)
- A number (0-9)
- A punctuation character

进行人机身份验证  隐私权 - 使用条款

完成所有信息填写后, 点击提交

Step 3: 选择加印成绩单类型, 点击进入申请页面。

1. Login or Register **2. Select Documents** 3. Order Details 4. Provide Consent 5. Payment 6. Review Order

*根据需要选择成绩单加印的类型 (【纸质版】或【电子版】)

University Documents

Please select the document type that is appropriate for you and your intended recipient.

	eTranscript 电子成绩单	\$3.55
	Apostille Package	\$30.00
	Paper Transcript - Mailed 纸质版成绩单 (邮寄)	\$4.55
	Replacement Diploma	\$28.55
	Optional Practical Training (OPT) - Initial Application - Pickup	\$110.00
	Optional Practical Training (OPT) - STEM Extension - Pickup	\$215.00
	Paper Transcript - Pickup 纸质版成绩单 (自取)	\$4.55

Step 4: 填写成绩单申请详细信息。（可申请电子成绩单或纸质成绩单）

Option 1: 【eTranscript】电子成绩单申请

- * 电子版成绩单申请完成后，WTAMU 一般会在 2-3 个工作日内处理完成。
- * 电子版成绩单 PDF 有效期为 30 天，逾期需要重新申请。

1. Login or Register 2. Select Documents 3. Order Details 4. Provide Consent 5. Payment 6. Review Order

*请认真阅读电子版成绩单的介绍。

Product Description

Order an official, certified PDF of your transcript. **This option is not available for students who attended WTAMU prior to 1990.** Orders are generally processed within **1-2 business days.** (Allow additional processing time for high volume periods and holidays).

Please confirm with the recipients that they will accept an electronic copy of your transcript prior to ordering. Also, to avoid potential problems with spam filters, please instruct recipients to allow emails from Parchment (parchment.com). PDF documents are made available to the recipient for **30 days** for security reasons. Once that time period expires, a new document must be ordered. It is recommended that the document be downloaded and saved to the recipients computer.

*****IF YOU ARE IN NEED OF AN OFFICIAL TRANSCRIPT TO BE SENT TO A BUSINESS, SCHOOL OR ORGANIZATION, PLEASE BE AWARE THAT THE RECIPIENT AND RECIPIENT E-MAIL ADDRESS PROVIDED SHOULD BE THAT OF THE ORGANIZATION OF INTENDED RECEIPT. THE DOCUMENT WILL NOT BE CONSIDERED OFFICIAL IF SENT TO A PERSONAL E-MAIL ADDRESS AND THEN FORWARDED ELSEWHERE*****

Transcripts delivered to military email addresses may not be delivered due to firewalls. Please find an alternate email address to deliver your transcript to.

Mac Users: Must have at least version 8 of Adobe Reader. On the pdf document, Control + Click to choose "Open With" Adobe.

NOTES:

- This is the fastest, most secure, and environmentally friendly method to request your transcript.
- Transcripts will not be processed for those with restrictions or holds placed on their account.
- **Students who last attended WTAMU prior to 1990 must order a PAPER COPY.**
- **Printed PDF transcripts are not considered official. In order for this document to remain official it must be sent directly to the recipient, and cannot be forwarded.**
- **Students are THE ONLY ones who can request their transcripts. Transcripts CANNOT be requested by parents, spouses, guardians, or other third parties. THIS IS IN ACCORDANCE WITH FEDERAL LAW.**

1) 根据实际情况填写成绩单寄送信息

Order Options

Delivery Mode **Electronic**

处理时间 Processing Time **Now** Hold for Grades Hold for Degree
Holds are for current term only

收件人姓名 Recipient Name* Ming Li

成绩单接收邮箱 Email Address* 123@123.com
* Required
Enter the recipient's email address for delivery

成绩单接收邮箱确认 Confirm Email Address * 123@123.com
Enter the recipient's email address for delivery

Attachment (Optional) 选择文件 未选择任何文件
Upload supporting document

申请目的 Purpose for Request * Apply for undergraduate admission

Note: Email Providers use filtering systems to reduce spam. Sometimes, they accidentally filter the email that you want them to receive. To make sure that your document emails are not filtered into "junk" or "bulk" folders, please verify that the recipient can receive email from Parchment (parchment.com).

Add Another Item 确认信息填写无误后, 点击进入下一步 **Continue**

2) 检查成绩单接收信息是否正确

Home | My Account | Order Status | Support | Contact Us Shopping Cart: \$3.55 | Sign Out

West Texas A&M University

1. Login or Register 2. Select Documents 3. Order Details 4. Provide Consent 5. Payment 6. Review Order

Your Shopping Cart Contents

Total Items: 1 Amount: \$3.55 点击此处删除此项申请

Qty.	Document Name	Unit	Total	
1	eTranscript Delivery Mode - Electronic Processing Time - Now Recipient Name - Ming Li Email Address - 123@123.com Document Date - 08/19/2019 19:39:59	\$3.55	\$3.55	Remove

Sub-Total: \$3.55

点击此处修改已有信息 **确认信息无误, 点击进入支付页面

Update Shopping Cart **Continue Shopping** **Checkout**

若要同时申请成绩单寄送到其它地址, 点击此处增加寄送订单

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Option 2: 【Paper Transcript】纸质成绩单申请

*官方纸质版成绩单申请完成后，WTAMU 一般会在 2-3 个工作日内处理完成。

*纸质版成绩单的寄送分为普邮和快递寄送。

普邮 (USPS) 不需要额外的寄送费，但是无单号可查，寄送速度相对慢一些。

快递 (Express) 需要支付额外的快递费（**美国内：\$25USD， 美国以外国家/地区：\$55**），有单号可查，寄送速度相对较快

Home | My Account | Order Status | Support | Contact Us Shopping Cart: \$0 | Sign Out

West Texas A&M University

1. Login or Register 2. Select Documents 3. Order Details 4. Provide Consent 5. Payment 6. Review Order

***请认真阅读纸质版成绩单寄送相关说明**

Product Description

Order an official paper copy of your transcript. Orders are generally processed within **2 business days** (Allow additional processing time for high volume periods).

FOR EXPRESS DELIVERY (DOMESTIC AND INTERNATIONAL), ORDERS MUST BE PLACED BY 12 PM ON BUSINESS DAYS (M-F). FedEx cannot deliver to a PO Box so please provide a physical address. Consider the eTranscript option for faster delivery to an email address.

NOTES:

- **Transcripts will not be processed for those with restrictions or holds placed on their account.**
- **Students are THE ONLY ones who can request their transcripts. Transcripts CANNOT be requested by parents, spouses, guardians, or other third parties. THIS IS IN ACCORDANCE WITH FEDERAL LAW.**
- Mail is taken to the Post Office at **1 PM** every business day.

1) 根据实际情况填写成绩单接收地址信息

Address

收件人或机构 Mailing Name: * Register Office
(Institution, Building, Person, etc.)

收件国家 Mailing Country: * United States

收件地址 (门牌号及街道)
Mailing Address 1: * 123 street
(Extra information use Mailing Address 2 and 3)

Mailing Address 2:

Mailing Address 3:

收件城市 Mailing City: * Miami
*(Military Addresses: enter APO, DPO, or FPO)


收件州/省 Mailing State: * Florida

邮编 Mailing Postal Code: * 12345

完成地址信息填写后，点击此处进入下一步

2) 选择成绩单加印需求

Order Options

处理时间 Processing Time 
Holds are for current term only


寄送方式 (普邮/国内快递/国际快递) Mailing Method

成绩单是否每份单独放在分开的密封信封中?
Separate Envelope?
Do you want each copy in its own sealed envelope?

Attachment (Optional) 未选择任何文件
Upload supporting document

申请目的 Purpose for Request *

Quantity: * (Max: 10)


完成填写后点击此处进入下一步 

3) 检查成绩单接收信息是否正确

1. Login or Register 2. Select Documents **3. Order Details** 4. Provide Consent 5. Payment 6. Review Order

Your Shopping Cart Contents

Total Items: 2 Amount: \$64.10

Qty.	Document Name	Unit	Total	
<input type="text" value="2"/>	 Paper Transcript - Mailed	\$4.55	\$9.10	<input type="button" value="Remove"/>
Processing Time - Now				
Mailing Method - Express - International			+\$55.00	
Separate Envelope? - Yes				
Document Date - 08/19/2019 20:49:55				
Ship To: <input type="text"/>				
			Sub-Total: \$64.10	

Step 5: 阅读并同意成绩单加印相关政策说明

1. Login or Register 2. Select Documents 3. Order Details **4. Provide Consent** 5. Payment 6. Review Order

Consent form to release academic records

West Texas A&M University will be closing at noon Wednesday July 3rd and remaining closed until 9 am on Friday July 5th, 2019. Transcripts will not be processed during the break and will be sent out in the order they were received once we return. Processing times may be slower than usual the week we return; we apologize for the inconvenience and appreciate your patience. If you have any questions please contact us at (806) 651-4911 or registrar@wtamu.edu.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT OF 1974 (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. FERPA dictates that University staff members may not share any information, other than directory information, with anyone outside of the University system. This includes, but is not limited to, information about grades, disciplinary history and action, health concerns, and the balance in your accounts. Schools may disclose, without consent, "directory" information such as a students name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. Exceptions to this Act are allowed in life-threatening situations. University administrators within the University system may share information about students and residents on a need-to-know basis.

By checking the box below, you (the student) are providing consent to release your educational records. In compliance with the Family Education Rights and Privacy Act of 1974, all requests **MUST BE MADE BY THE STUDENT**; no requests can or will be accepted from a third party (including parents). It is the responsibility of the student to assist in their own privacy protection by not allowing access of their educational records to others, including the release of their university personal identification numbers, Student ID or SSN, computer login usernames and passwords, etc.

Please visit the [U.S. Department of Educations website](#) for further information regarding FERPA

I ACCEPT **请认真阅读上述说明，点击左方确认，后点击Next进入下一步**


Step 6: 费用支付

Home | My Account | Order Status | Support | Contact Us Shopping Cart: \$3.55 | Sign Out

1. Login or Register 2. Select Documents 3. Order Details 4. Provide Consent **5. Payment** 6. Review Order

根据指引完成费用支付

Payment Method

 **Authorize.Net**
SECURE CHECKOUT

After Confirming your order on the next page, you will be sent to Authorize.NET's Secure Checkout site to process your Credit Card payment.

Note: When payment is made with a credit card, the order will appear as "Parchment" on the credit card statement.

Billing Address:

Your billing address is shown below. The billing address should match the address on your credit card statement. You can change the billing address by clicking the *Change Address* button.

Ming Li
123 street
Miami, FL 12345
United States

 修改银行卡账单寄送地址

确认无误，点击进入下一步

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1. Login or Register

2. Select Documents

3. Order Details

4. Provide Consent

5. Payment

6. Review Order

Information

Please note that all orders will be placed in a queue and processed in the order that they are received. This process generally takes 1-2 business days, however it can be longer during certain peak ordering times such as the beginning and end of the semester. Thank you!

Confirm Your Billing Info:

Billing Address: (*Must match the address associated with your credit card)

Ming Li
123 street
Miami, FL 12345
United States

Edit Billing Address

Confirm Your Document Request:

Document Name	Qty.	Unit Price	Total
eTranscript	1	\$3.55	\$3.55
Delivery Mode - Electronic			
Processing Time - Now			
Recipient Name - Ming Li			
Email Address - 123@123.com			
Document Date - 08/19/2019 19:39:59			
Purpose For Request - Apply for undergraduate admission			

核对成绩单加印订单所有信息，确认无误后点击确认进入下一步

Sub-Total: \$3.55

Total: \$3.55

Note - If the email address of the recipient is a member of the Parchment Exchange network, Parchment will deliver to their Parchment Receive inbox instead of their email address, according to their preference.

Back

Confirm


Order Information * Required Fields

Invoice Number: 11998798-204116

Description: West Texas A&M University Document Request - powered by Parchment Exchange
Authentic Document Delivery Service

Total: \$3.55 (USD)

Payment Information



Card Number: * (enter number without spaces or dashes)

Expiration Date: * (mmyy)

Billing Information

First Name: Last Name:

Company:

Address:

City:

State/Province: Zip/Postal Code:



Country:

Email:

Phone:

Please do not "double-click" the Submit button. Doing so will produce an error.


输入银行卡信息，完成支付

Step 7: 完成成绩单加印申请

Order #2 4

Thank you for using our document ordering site.

 Your order has been submitted and is being processed.

Note: When payment is made with a credit card, the order will appear as "Parchment" on the credit card statement.

Thank you! Please be sure to add "noreply@parchment.com" to your safe senders list to ensure delivery of notifications related to your order. Return to the WTAMU Website - www.wtamu.edu

Parchment Ordering Service v2.9
Copyright © 2006-2019 Parchment Inc. All Rights Reserved.
[Privacy Policy](#) [Refund Policy](#)
06:48pm PDT

Step 8: 查看成绩单寄送状态

1) 登陆账号

2) 选择顶端【Order Status】查询成绩单申请状态

The screenshot displays the user interface of the Parchment Ordering Service for West Texas A&M University. At the top, there is a navigation bar with links for Home, My Account, Order Status (highlighted with a red box), Support, and Contact Us. On the right side of the navigation bar, it shows the Shopping Cart total as \$64.1 and a Sign Out link. Below the navigation bar is a banner for West Texas A&M University, featuring the university's logo and a photograph of a classical building. The main content area is titled "My Order History" and contains a list of orders. The first order is highlighted with a light gray background and includes the following details: Order Number: 2 [redacted] 4, Order Date: Monday 19 August, 2019, Billed To: [redacted], Products: 1, Order Cost: \$3.55, and Recipient Name: [redacted]. The Order Status is "Pending", which is also highlighted with a red box. A blue "View" button is located to the right of the order details. Below the order list is a "Back" button. At the bottom of the page, there is a footer containing the text: "Parchment Ordering Service v2.9", "Copyright © 2006-2019 Parchment Inc. All Rights Reserved.", and links for "Privacy Policy" and "Refund Policy". The time is displayed as 09:31pm PDT.