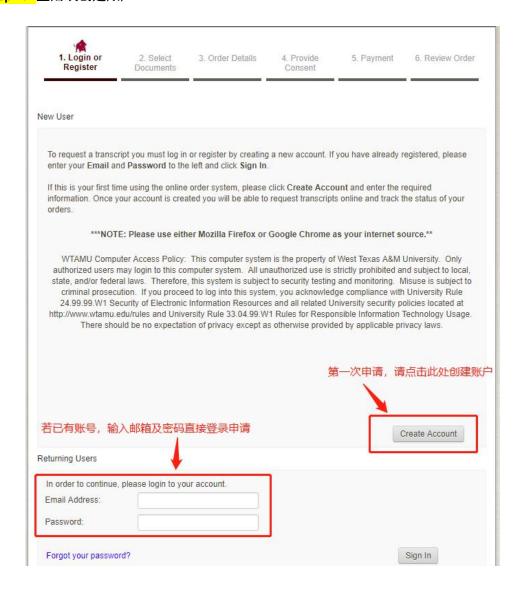
# West Texas A&M University Summer Session 成绩单加印申请流程

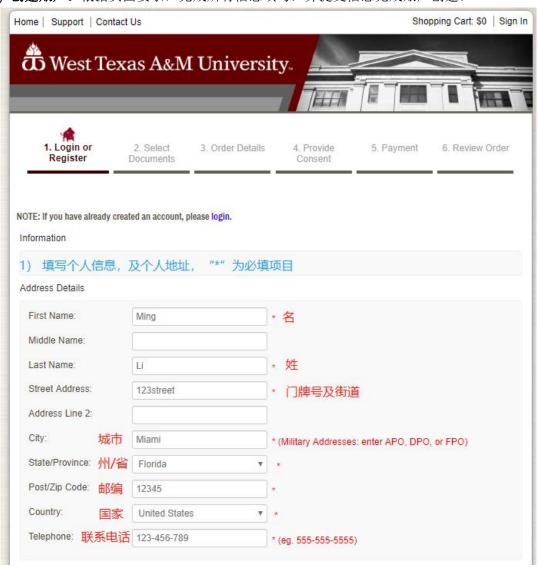
- \* West Texas A&M University(WTAMU) Summer Session 在结课后一个月内,会为每一位学员免费寄送一份纸质版成绩单。若学员需要申请额外的成绩单,可以登陆 WTAMU 成绩单加印网站自行申请。
- \* 请注意,多数大学在为学生完成转学分时,会要求学生申请**官方纸质版**的成绩 单由主办大学直接寄给学生大学相关转学分部门,不得由学生自己查收后转交。 请与你的大学确认好成绩单接收要求及地址后,再开始申请加印成绩单。

Step1: 进入成绩单加印网站(建议使用 Mozilla Firefox 或 Google Chrome 浏览): <a href="https://exchange.parchment.com/send/adds/index.php?main\_page=login&s\_id=4wRE">https://exchange.parchment.com/send/adds/index.php?main\_page=login&s\_id=4wRE</a> 63lto53SvUHW

## Step 2: 登陆或创建账户



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。



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

Email Address:		
123@123.com	* 邮箱地址	
Confirm Email:		
123@123.com	* 邮箱地址确	<mark>认</mark>
Password:	* 登陆密码	*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)
confirm Password.	* 登陆密码确	A number (0-9)  A punctuation character
✔ 进行人机身份验证	reCAPTCH 隐私权 - 使用条款	完成所有信息填写后,点击提交

### <mark>Step 3:</mark> 选择加印成绩单类型,点击进入申请页面。



#### 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。

 Login or Register 2. Select Documents



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.

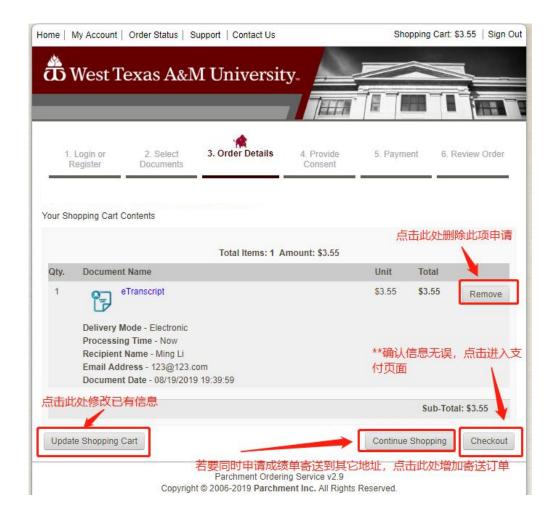
#### NOTES

- 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 ❷	Now Hold for Hold for Grades Degree		
	Holds are for current term only		
收件人姓名 Recipient Name*	Ming Li		
	* Required		
成绩单接收邮箱 Email Address*	123@123.com		
	Enter the recipient's email address for delivery		
式绩单接收邮箱确认 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		
lote: Email Providers use filtering systems to reduce spa	am. Sometimes, they accidentally filter the email that you want		
이 가게 되었다고 하다 하나 있다면 하다 이 이렇게 되었다면 하다 하는 것이 없는데 되었다면 하다 하다 하나 이 사람들이 되었다.	s are not filtered into "junk" or "bulk" folders, please verify that		
确认信	意息填写无误后,点击进入下一步 <b>—————</b>		
Add Another Item	Continu		

2) 检查成绩单接收信息是否正确

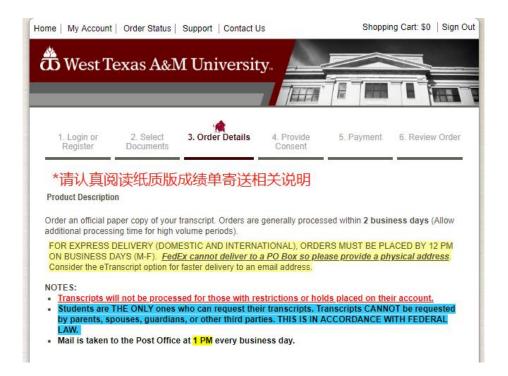


#### Option 2: 【Paper Transcript】纸质成绩单申请

- \*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。

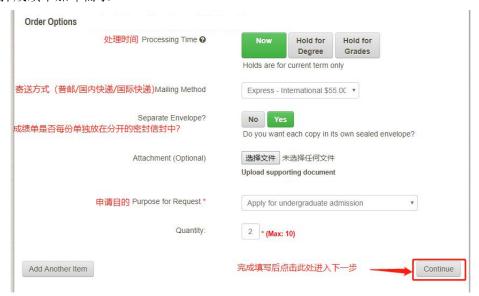
快递(Express)需要支付额外的快递费(**美国内: \$25USD, 美国以外国家/地区: \$55**),有单号可查,寄送速度相对较快



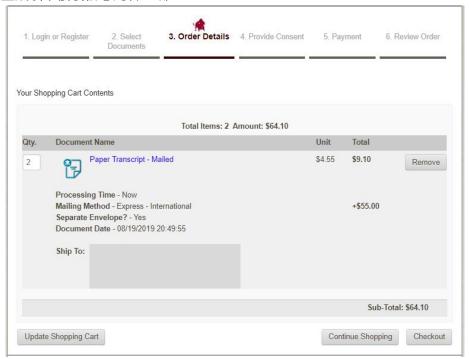
1)根据实际情况填写成绩单接收地址信息

Address	
收件人或机构 Mailing Name: *	Register Office
	(Institution, Building, Person, etc.)
收件国家 Mailing Country: *	United States •
Mailing Address 1: *	123 street
女件地址(门牌号及街道)	(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
完成批批信息指写后	Continu

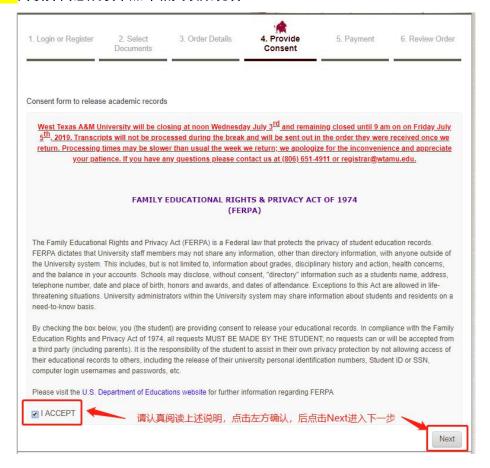
#### 2) 选择成绩单加印需求



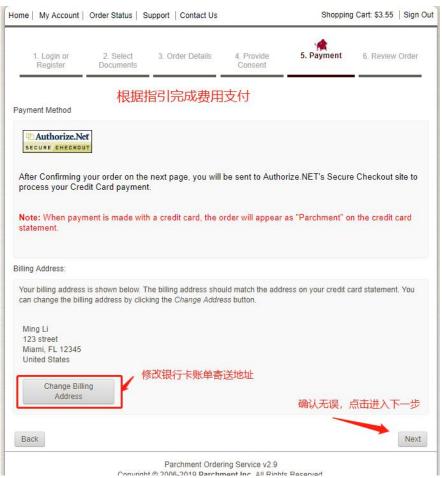
## 3) 检查成绩单接收信息是否正确



#### Step5: 阅读并同意成绩单加印相关政策说明



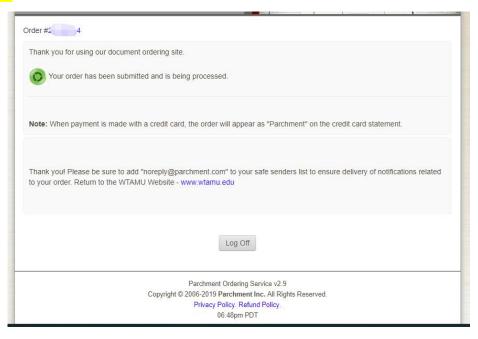
## Step 6: 费用支付





	A&M University Docume ocument Delivery Service	ent Request - powered by Pa		1998798-204116 xchange	
III SIII			Total:	\$3.55 (USD	
Payment Information					
	VISA MINITED DISCOVER				
Card Number:		* (enter number without sp	aces or da	ishes)	
Expiration Date:			deces of de	ionosy	
Expiration Date.		* (mmyy)			
Billing Information					
First Name:	Ming	Last Name:	Li		
Company:					
Address:	123 street				
City:					
State/Province:	FL	Zip/Postal Code:	12345		
Country	United States				
	United States				
	123-456-7894				
100000000000000000000000000000000000000					
Please do not "do	uble-click" the Subn	nit button. Doing so wil	produce	e an error.	
输入银行	卡信息,完成支付	4.9			
- ASTELLER					

## Step 7: 完成成绩单加印申请



## 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

