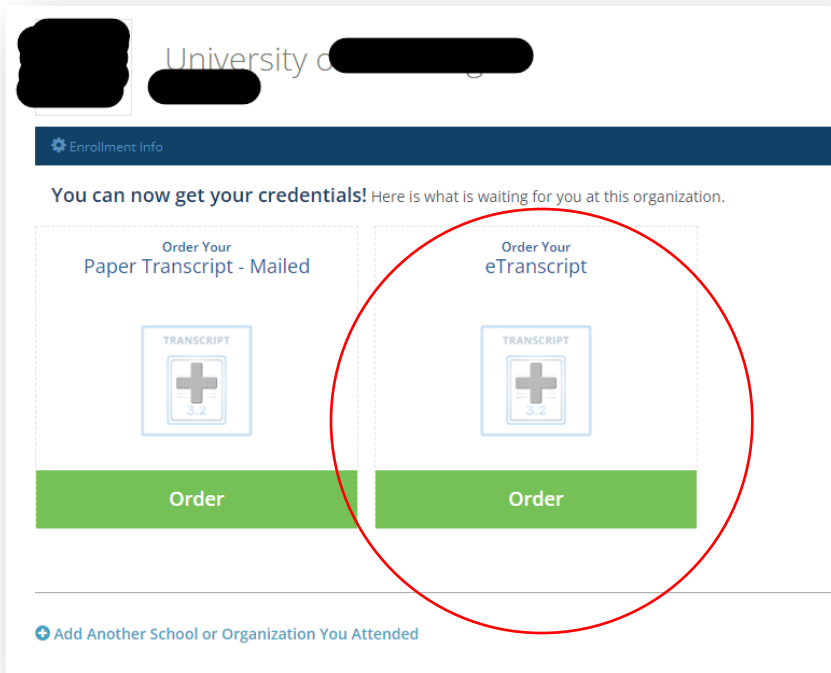


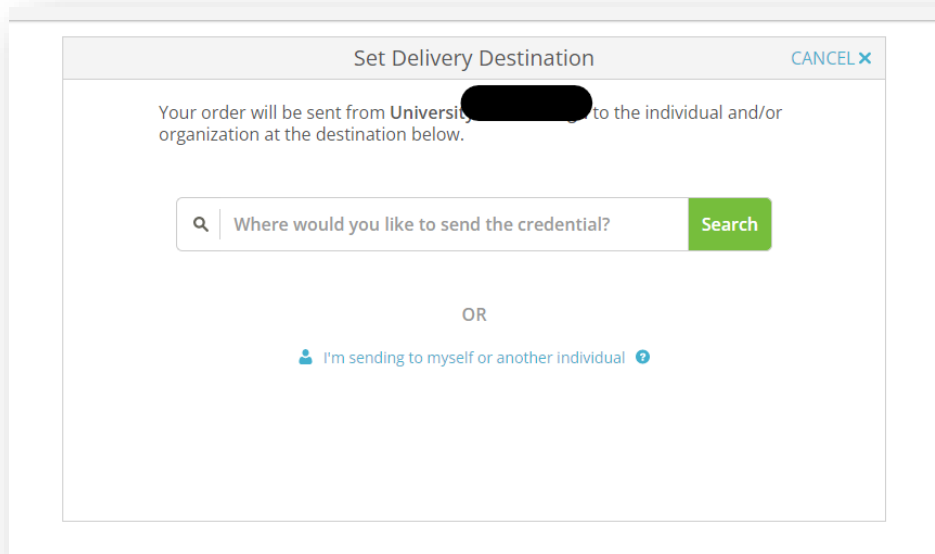
Parchment Transcript Delivery Instructions for Carnegie Mellon University – Heinz College Graduate Admissions

After logging into Parchment (for US-based schools, this would usually be from a link on your registrar’s office website), you should see the possible ways to order your official transcript.

Select “eTranscript” if it is available. We prefer eTranscript delivery and can process them more quickly. If “eTranscript” is not available, you may select Paper Transcript – Mailed.



You will be taken to the “Set Delivery Destination” screen. (Keep reading for important details!)



Parchment Transcript Delivery Instructions for Carnegie Mellon University – Heinz College Graduate Admissions

Set Delivery Destination:

1. Search on the word: **Carnegie**
2. Several listings for Carnegie Mellon will appear.
3. Select **ONLY Carnegie Mellon University, Heinz College Graduate Admission**. You MUST select the listing with “Heinz College”. This is highlighted in the screenshot below. (We do not receive transcripts sent via Parchment to any other listing for CMU.)

The screenshot shows a web interface titled "Set Delivery Destination" with a "CANCEL X" link in the top right. Below the title, a message states: "Your order will be sent from University of [redacted] the individual and/or organization at the destination below." A search bar contains the text "carnegie" and a green "Search" button. The search results are displayed in a list:

- Carnegie Mellon University
Pittsburgh, PA, US
- Carnegie Mellon University in Qatar
Doha, QA
- Carnegie Mellon University, Heinz College
Graduate Admission
Pittsburgh, PA, US** (highlighted in yellow)
- Carnegie Mellon University - Graduate & Professional Admission (MAIN)
Pittsburgh, PA, US

At the bottom of the results list, there is a "See All Results" link, a message "Not finding what you're looking for?", and an "Enter Your Own" button. Below the results, it says "SHOWING 1-4 OF 10" and a pagination control with buttons for "1", "2", and "3", and arrows for navigation. The word "OR" is centered below the pagination.

4. Follow remaining steps in Parchment to complete the official transcript order.