



Imperial Valley College has appointed Parchment Digital Credential Service as the designated agent for processing and sending official transcripts on behalf of Imperial Valley College

### How do I get started?

#### **Currently Enrolled IVCStudents or Alumni:**

- Go to IVC website at [www.imperial.edu](http://www.imperial.edu)
- Select **Login**
- Click on [WebSTAR](#). (If you do not remember your Password/PIN contact IVC Admissions & Records at (760) 355-6101 and we can assist you with resetting your Password/PIN)
- Click on **Student Services Menu**
- Click on **Student Records**
- Click on **Order Official Transcript**
- Click on **Begin Order** and complete any missing fields on the request form and complete steps 1 through 5
- Select step 3 if you need an IGETC or CSU GE Certification sent along with your transcript

**Official transcript fee is \$5 per transcript**

**Overnight service is available for an additional \$23 (Effective January 1, 2019)**

Transcript requests to be mailed are processed and mailed within 3-5 business days after the date the request is received.

Transcript requests for students with records prior to 1980 may require additional processing time.

Transcripts orders may also be placed by visiting [www.parchment.com](http://www.parchment.com).

If you require further assistance, please contact parchment by email at [congratulations@parchment.com](mailto:congratulations@parchment.com).

**NOTE:** Parchment does not currently have a phone number for student to contact but aims to respond to any emails received within 48 hours during the business week.