



IMPERIAL VALLEY COLLEGE

Transfer Center and Articulation Office

760 355 6274 380 East Aten Rd. Imperial CA 92251 Building 100

Ordering IVC Transcripts for your University

Ordering Initial University Transcripts:

Currently enrolled students will need to send initial transcripts to universities as requested. (\$5.00 per transcript)

1. Go to IVC website at www.imperial.edu
2. Click on Webstar.
 - a. If you do not remember your Password/PIN, contact IVC Admissions & Records at (760) 355-6101.
3. Click on Student Services Menu
4. Click on Student Records
5. Click on Order Official Transcript
6. Click on Order Electronic/PDF Transcript(s)
7. Verify that all your personal information and years of attendance are accurate
8. Choose Regular Request and Send Now option (\$5.00 per copy)
9. Choose Search our Recipient Table
 - a. Select the state where your university is located
 - b. Type in the name of your university as the recipient
 - c. If asked, choose Office of Admissions or Undergraduate Admissions Office (Do not choose Graduate Admissions)
 - d. Click the Electronic button by your selection
 - e. Click the I confirm box to confirm the recipient
10. Choose the Continue to Summary button
11. Choose the Go to Payment button and input payment information. \$5.00 per transcript

Ordering Final Transcripts:

Students who have completed all community college requirements or are in their final semester of enrollment at community college prior to transfer must send final transcripts. CSU GE and or IGETC certifications should be ordered only when requesting final transcripts.

- Complete Steps 1 – 7 as listed above
- Choose Regular Request \$5.00
 - (Non- ADT students) If waiting for grades to post, choose **“Hold for Grades.”**
 - (ADT students) If needing to provide proof of completion for your Associate Degree for Transfer choose **“Hold for Degree Completion”**
- For schools accepting PDF transcripts you may indicate the general education certification if desired; CSU GE or IGETC. For schools accepting only electronic transcripts use the certification request link on the [IVC A&R Forms for Student’s](#) webpage [here](#)
- Complete Steps 10 & 11 as noted above
- Students who have already earned a degree from IVC and are no longer taking courses should follow steps 1 – 11 above

Special Notes:

- *Overnight service is available for an additional \$23 (Effective January 1, 2019)*
- *Mail transcript requests are processed and mailed within 3-5 business days.*
- *Transcript requests for students with records prior to 1980 may require additional processing time.*
- *Transcript orders may also be placed by visiting www.parchment.com.*
- *If you require further assistance, please contact parchment by email at congratulations@parchment.com.*
- *Parchment does not currently have a phone number for students to contact but aims to respond to any emails received within 48 hours during the business week*