

Transcript Requests

There will be times throughout medical school where you will be asked to provide your *official* academic record to an outside entity. This is independent of your *unofficial* transcript which is not on official transcript paper, and which does not include the college seal or legend. When an informal grade print out will suffice for your needs, please use your SONIS portal to print out an unofficial transcript. If a certified official transcript is required, please follow the instructions laid out directly below.

How to Request an Official Transcript:

ICOM uses Parchment Services as our third-party transcript vendor. You can get to the Parchment order form through the ICOM website. Click on the *"students"* tab, and then *"Registrar's Office."* Scroll down and the order link will be down at the bottom of the page.



Start by entering in your email address. Please do not use your ICOM email address, if possible. You will want to use a personal email address, since you will likely need this account after you graduate for residency, licensing, etc.

Ordering your own credentials	Ordering on behalf of
or academic records	someone else
A MESSAGE FROM IDAHO COLLEGE OF	OSTEOPATHIC MEDICINE
Welcome to Parchment. We're offering this se you. It's also more efficient for your school, a you choose in the format they prefer.	ervice to make ordering transcripts easier for nd will deliver your transcripts to the colleges
If you have any questions about Parchment, s	select the "help" link above.
START HERE - ENTER YOUR EMAIL /	ADDRESS
* aahmadian@idahocom.org	
Con	tinue
* All items marked with	a red asterisk are required

If this is your first-time using Parchment, you will be required to provide personal information to create an account.

-	First Name	Middle Name		
^	First Name		Last Name	
*	Month Of Birth	* Day Of Birth	* Year Of Birth	
*	Highest Level Of Edu	cation		
ENT	ER YOUR CONTACT	INFORMATION		
*	Cell Phone			
Un	ited States of America	a		
*	Address 1			
Ado	lress 2			
*	City	* State/Province -	* Postal Code	
сно	OSE A PASSWORD			

If you have used your email in the past for a Parchment order, you will be required to log in with your previously created password. If not, be sure to jot down your new password so that you remember what it is.

Ordering your own credentials or academic records	R Ordering on behalf of someone else
WELCOME BACK! SIGN IN TO YOUR aahmadian@idahocom.org 📝	PARCHMENT ACCOUNT Forgot your password?
* Password	inue
* All items marked with	a red asterisk are required
By signing up you agree to the Parchment terr	ns of use and privacy policy.

Once you have logged in, it will give you the option to request a transcript (this is the only option currently available). Click the green order button.



From here it will ask you whether you are sending the transcript to yourself, or to another recipient. Note: official transcripts only remain official when mailed or electronically sent directly to a recipient from an institution or a

third-party vendor. If you request a transcript to be sent to yourself (the student) first, and then you forward it on, it will no longer be considered official. There is also a search box to type different educational institutions into if you are sending transcripts to another school.

OR
I'm sending to myself or another individual
I am sending this order to myself
I am sending this order to another individual

Next, you will select your delivery destination. Notice that you have the option across the top (see the icons) to request the transcript to be sent either electronically via email, or by mail.

<back< th=""><th>Set Delivery Destination</th><th>CANCEL ×</th></back<>	Set Delivery Destination	CANCEL ×				
Your order will be sent from Idaho College of Osteopathic Medicine to the individual and/or organization at the destination below. Select a delivery method for your order						
	(e ^{\$})					
	Electronic Print & Mailed Delivered By Email Printed On Paper & Mailed					
RECIPIENT INFORMATION						
	* School Name, Business, Person, or Your Name					
	* Recipient's Email					
	* Retype Email					

Once the recipient information has been entered in, the next screen will outline some final details. These include, when you would like the transcript to be sent and whether you have an attachment that needs to be included with it. You can opt to have your transcript held for final grades at the end of a term, or upon graduation/ degree conferral if your recipient is pending for that.



Lastly, you can go ahead and pay and submit your order on the final page. Make sure you check the FERPA consent box. You will receive a confirmation email upon submission. If you have questions, or need to adjust your order at all, please reach out to the Registrar as soon as possible.

ICOM covers the credential fee for your first 2 orders. However, students are still responsible for any added shipping and handling expenses.

Subsequent copies have a \$10.00 credential fee. Mailed copies also incur a \$2.50 service fee. Students are responsible for any additional shipping and handling charges, for example, rush or overnight delivery/ international postage, etc.