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

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.
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.

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.

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.