

Ordering Official Transcripts

Purpose: This document walks students through the process of ordering their official transcripts through Moody's official transcript provider, Parchment.

Contents:

1. Academic Records's Forms
2. Navigating Parchment

1. Academic Records's Forms

Navigation: my.moody.edu > Students tab > **Academic Records and Registrar**

The screenshot displays the my.MOODY website interface. At the top, the navigation bar includes 'Students', 'Chicago Campus', 'Michigan Campus', 'Spokane Campus', 'Online Students', 'Applicants', 'Faculty', 'Staff', and 'Alumni'. The left sidebar contains links for 'Office 365 Student Email', 'Employee / Student Directory', 'Departmental Directory', 'Student Employees', 'Special Offers for Students', and 'Student Form'. The main content area is titled 'Academic Self-Service' and lists several services: Student Center, Canvas, Faculty Center, Registration Help, ITS Support, Academic Advising, Academic Records and Registrar (highlighted with a red box), Career Development, Financial Aid, International Students, and Student Accounts. The 'Academic Records and Registrar' link is described as 'Get course registration assistance, FERPA information, and order transcripts.'

Next, navigate to: Forms > **Official Transcript Request**

The screenshot shows the website's navigation menu on the left, with 'Forms' highlighted in a red box. The main content area lists various forms, with 'Official Transcript Request' also highlighted in a red box. The right sidebar contains contact information for the Office of Academic Records.

Homepage

- Advising ▶
- Catalogs
- FAQ
- Course Modality Definitions
- Registration Help
- FERPA ▶
- Forms ▼**
- MTS Program Extension Request
- Unofficial Transcript Request Form
- Education Verification Request
- Textbook Form
- Staff
 - ▶ Academic Requirements Report
 - ▶ Transcript Request

Forms

The Office of Academic Records houses many forms used to process requests for current and previous students. If you can't find the form you're looking for in the list below, please email arecords@moody.edu.

- Apostille Document Request ▶
- Course Audit Request ▶
- Change my Major/Program: Undergraduate ▶
- Change my Major/Program: Graduate ▶
- Change my Major/Program: Graduate CMHC Concentration Change ▶
- Course Extension Request ▶
- Diploma Request ▶
- Directed Study Request ▶
- Discontinuation Request ▶
- Education Verification Request (Online) ▶
- Education Verification Request (PDF) ▶
- EGT Update (expected graduation term) ▶
- Graduation Application ▶
- Internship Request (FE-4400 Ministry Internship) ▶
- MTS Internship Enrollment Request ▶
- MTS Program Extension Request ▶
- Late Enrollment Request ▶
- Official Transcript Request ▶**
- Textbook Submission ▶
- Transcript Key ▶
- Unofficial Transcript Request ▶

Contact Us

Office of Academic Records

Email: arecords@moody.edu

Phone: (312) 329-4469

Fax: (312) 329-8987

Office Hours:
Mon-Fri, 8 a.m.-4:30 p.m.
CST

2. Navigating Parchment

The screenshot shows the Parchment website homepage. The navigation bar includes 'Students', 'Platform', 'Pricing', 'Resources', 'Company', 'Book a Demo', 'Order & Status', and 'Login'. A login menu is open, with 'Student / Parent Login' highlighted in a red box. The main content area features a large banner with the text 'Turn every verification into an opportunity' and a 'Sign In to Check Status' button. A podcast announcement is visible in the bottom right corner.

Parchment Students Platform Pricing Resources Company Book a Demo Order & Status Login

Instructure Signs Definitive Agreement to Acquire Parchment, the World's Largest Academic Credential Management Platform and Network.

Student / Parent Login

Admin / Third Party Login

Turn every verification into an opportunity

Order Now Sign In to Check Status

Our new podcast just launched! Check out Credentials Unscripted, our thought leadership podcast about the power of credentials. Listen now

If you have created an account, sign in. If not, click “Sign Up.”

Sign In

Email address or username

john.smith@gmail.com

Password

SIGN IN

[Forgot your password?](#)

Don't have an account? [Sign up](#)

Once in your Parchment Account, click “Order your Transcript.”



Moody Bible Institute
Chicago, IL

Enrollment Info

You can now get your credentials! Here is what is waiting for you at this organization.

Order Your
Transcript



Order

Order Your
Replacement Diploma



Order

Order Your
Replacement Certificate



Order

If sending electronically to another school, type the school name in the search box. If for personal use or for another organization, select "I'm sending to myself or another individual."

Set Delivery Destination CANCEL ×

Your order will be sent from **Moody Bible Institute** to the individual and/or organization at the destination below.

Sending to a school electronically

Search

OR


For personal use or another organization


👤 I'm sending to myself or another individual ?


Select your delivery method and input the recipient's information.

Set Delivery Destination CANCEL ×

Your order will be sent from **Moody Bible Institute** to the individual and/or organization at the destination below. Select a delivery method for your order

1.

Electronic
Delivered By Email


Print & Mailed
Printed On Paper & Mailed


Local Pickup
In-Person Pickup

RECIPIENT INFORMATION

2.

Continue

Next, provide your electronic signature, payment information, and submit. Your transcripts will be processed by Moody and sent to their destination.