

*E-transcripts are processed within an hour of ordering
 *Paper transcripts are processed within five to seven business days
 *Students through Extended University cannot order through myCSUB, they must create an account through Parchment
 *Students that attended 2015 and prior must create an account through Parchment

ORDERING TRANSCRIPTS

I. CURRENT STUDENTS

HOW TO:

1. Log into your myCSUB Portal.
2. Once on the homepage, locate the numerous blue boxes on the right-hand side.
3. Locate the last box, titled **Order Documents**.
4. Select **Official Transcripts** (You may be prompted to sign in again using your myCSUB log-in).
5. Once re-directed to our Parchment website, select **Transcript**.
6. You will be prompted to enter where you would like your transcript sent. Use the search box for any schools or select **Send to Yourself, Another Individual, or Third Party** for more options (you will also use this link if you are preferring a mailed paper copy).
7. If **Send to Yourself, Another Individual, or Third Party** is selected, you will be prompted to enter a Recipient Name and Email Address (electronic copy) or Mailing Information (paper copy).
8. After this step you will be shown the Order Details. You can review your order information, with the opportunity to update (Continue Shopping) or remove any Shopping Cart Items. If the Shopping Cart is accurate, select **Checkout**.
9. A receipt of consent should be displayed on the next page, select **Next**.
10. You will then be prompted to enter your Payment Information and confirm your Billing Address. Once this is complete, select **Next**.
11. The last step will ask you to confirm your Billing Info and confirm your Document (transcript) Request. Once this is accurate, select **Confirm**.
12. Once the order is placed, you are prompted with the message stating 'Your order has been submitted and is being processed.' Above this message will be the Order # (please save this number for future reference). To complete the ordering process, select **Log Off**.

SEARCH FOR CLASSES

Holds

No Holds.

To Do List

No To Do's.

Message Center

No New Messages
[Details](#)

Enrollment Dates

Open Enrollment Dates

Advisor

Program Advisor
None Assigned

Important Links

Register To Vote
Interested in Being a Teacher?

Find Textbooks

Campus Bookstore - Follett
Affordable Learning Solutions

Order Documents

[Official Transcripts](#)
[Replacement Diploma](#)

Step 2 and 3

CSU Bakersfield

1. Login or Register

2. Select Documents

3. Order Details

4. Provide Consent

5. Billing Info

6. Review Order

Information

Confirm Your Billing Info:

Test Credit Card: Visa
 Card Owner's Name: CSUB Office of Admissions and Records
 Test Card Number: [REDACTED]
 Expiration Date: [REDACTED]
 CVV Number ([More Info](#)): [REDACTED]

[Edit Payment Information](#)

Billing Address: (*Must match the address associated with your credit card)

CSUB Office of Admissions and Records
 9001 Stockdale Hwy
 Bakersfield, CA 93311
 United States

Confirm Your Document Request:

Document Name	Qty.	Unit Price	Total
eTranscript	1	\$7.00	\$7.00
Delivery Mode - Electronic			
Processing Time - Now			
Recipient Name - Office of Admissions			
Email Address - admissions@csub.edu			
Document Date - 07/13/2021 15:40:23			
Purpose For Request - Apply for undergraduate admission			
			Sub-Total: \$7.00
			Total: \$7.00

Note - If the email address of the recipient is a member of the Parchment Exchange network, Parchment will deliver to their Parchment Receive inbox instead of their email address, according to their preference.

[Back](#)
[Confirm](#)

Step 11

Home | My Account | Order Status | Support | Contact Us

Shopping Cart: \$0 | Sign Out

CSU Bakersfield

1. Login or Register

2. Select Documents

3. Order Details

4. Provide Consent

5. Billing Info

6. Review Order

Where would you like your document(s) sent?

Or Send to Yourself, Another Individual, or Third Party

Parchment Ordering Service v2.9
 Copyright © 2006-2021 Parchment Inc. All Rights Reserved.
[Privacy Policy](#) [Refund Policy](#)
 03:31pm PDT

Step 6

II. FORMER STUDENTS

HOW TO:

1. Visit our [Registrar page](https://www.csub.edu/registrar) via the CSUB Website (<https://www.csub.edu/registrar>)
2. Scroll down and select the box labeled **Records**, or selected **Records** on the ribbon at the top of the page.
3. Scroll down until you find the section labeled **Official Transcripts**. Select the second bullet point in this section, labeled Students without an active NetID: log in here.

Official Transcripts

Before ordering your transcripts at the end of a term, check your unofficial transcript to make sure your grades for that term have been posted, and if graduating, your degree(s) have been awarded. Date of awarded degrees appear in the upper left area of the unofficial transcript.

A student CSUB NetID is required to log in to the transcript ordering page.

- Current students: [log in here](#)
- [Students without an active NetID: log in here \(you will need to create an account to place an order\)](#)

Step 3

4. Once re-directed to our Parchment website select the **Create Account** button.
5. You will then be prompted to enter Address Details and Authentication Details. Once this has been entered, input an email and password for further log-ins. Once this is done select **Submit**.
6. Once taken to the next page, select **Transcript**.
7. You will be prompted to enter where you would like your transcript sent. Use the search box for any schools or select [Send to Yourself, Another Individual, or Third Party](#) for more options (you will also use this link if you are preferring a mailed paper copy).
8. If [Send to Yourself, Another Individual, or Third Party](#) is selected, you will be prompted to enter a Recipient Name and Email Address (electronic copy) or Mailing Information (paper copy).
9. After this step you will be shown the Order Details. You can review your order information, with the opportunity to update (Continue Shopping) or remove any Shopping Cart Items. If the Shopping Cart is accurate, select **Checkout**.
10. A receipt of consent should be displayed on the next page, select **Next**.
11. You will then be prompted to enter your Payment Information and confirm your Billing Address. Once this is complete, select **Next**.

12. The last step will ask you to confirm your Billing Info and confirm your Document (transcript) Request. Once this is accurate, select **Confirm**.

13. Once the order is placed, you are prompted with the message stating 'Your order has been submitted and is being processed.' Above this message will be the Order # (please save this number for future reference). To complete the ordering process, select **Log Off**.

Do you need to order records on behalf of a current or former student?

[Order Records](#) Third Parties can click the Order Records button now to begin the process. [View details on our parchment.com](#)

[Create Account](#)

Returning Users

In order to continue, please login to your account.

Email Address:

Password:

[Forgot your password?](#) [Sign In](#)

Parchment Ordering Service v2.9
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[Privacy Policy](#), [Refund Policy](#)
10:58am PDT

Step 4