How to Order Official Transcripts

SUNY Westchester Community College official transcripts can be ordered through Parchment.com. Current students can access this service through their MYWCC portals by following steps 1-3 below, or both current and former students may access official transcripts through our main website by skipping to step 4.

STEP 1:

Go to the MyWCC Portal - HTTPS://MYWCC.SUNYWCC.EDU - and, under “SIGN IN”, put your USER ID and PASSWORD.
STEP 2:

Click on the Parchment Tile.

STEP 3:

Click on the Request Transcript tab.
STEP 4:

Current and Former students can access Parchment directly by going to [www.sunywcc.edu/transcripts](http://www.sunywcc.edu/transcripts) and clicking on the Parchment link.

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STEP 5:

To begin your order, enter your email address where indicated.
If you have already set up a Parchment account previously, you will be asked to enter your password to log in. If you do not have a Parchment account, you will be asked to create one now.

STEP 6:

Enter your enrollment information with SUNY Westchester Community College, along with your SUNY WCC Student ID number (though not required, failure to provide your student ID number may result in order processing delays). If you attended under another name, please indicate this when prompted below before hitting the “continue” button.
STEP 7:

Click on the green “order” button.

STEP 8:

You will now select your delivery destination.

You may use the search bar to search for your school in the Parchment System (many schools, agencies and application services are listed in Parchment already and their destination info will automatically populate).
You also have the option of manually entering the recipient if you cannot find it in the search results, or if you are sending the transcript to a specific individual.
::IMPORTANT::

Please be aware that while there is an option to enter your own personal email address as the recipient, most schools/institutions/agencies WILL NOT ACCEPT official transcripts forwarded from personal email addresses. If you choose to use this option, and your transcript is not accepted as official, you will not be refunded, and you will be instructed to order and pay for another official transcript. To ensure your transcript will be considered official, order your transcript to be sent DIRECTLY to the School/Agency/Institution. If you would like to keep a personal copy of your official transcript for future use, please order a hard copy for mail or pickup.

STEP 9:

Once you have selected your recipient, you will select some details regarding your order preferences. Answer all questions with a red asterisk.

::IMPORTANT::

“Hold for HSE/GED application” is meant ONLY for students currently enrolled in SUNY WCC’s 24 credit GED program who are ready to apply for their GED through the New York State Education Department. If this does not apply to you, do not select “yes” for this option. Selecting “yes” will delay the processing of your transcript order.
If you have an attachment that needs to accompany your transcript (i.e. Application service matching form, Professional License Application etc.), please attach where indicated.

Lastly, you will need to sign where indicated to certify that you are the individual authorized to place the order for this transcript.
STEP 10:

On the order summary page, make a final check that all your order information is correct. If you want to place additional transcript orders before you make payment, you can do so on this page. Click the “continue” button.
STEP 11:

The last step is to enter your payment information for processing.

Once payment is submitted successfully, you will receive transcript order status updates to the email address you used to create your parchment account. Please check your email frequently in case there are any issues with the order that need to be addressed during processing.