E D W A R D  W A T E R S  C O L L E G E
Transcript Request Directions

The general timeframe for the processing of e-transcripts is 3 -5 business days. This timeframe maybe impacted by holiday and weekend closures of the college.

Transcript Fees
$14.50 electronic transcripts
$17.00 hard copy of transcript. The hard copy, which is a printed copy, is mailed through the U.S. Postal Service (this price will vary for international shipping-additional information is available through the Parchment website).

Please note: EWC’s normal business hours are Monday-Friday 8:00 am 5:00 pm. All transcripts received outside of normal business hours or during designated official college closure days are processed on the next official business day.

Go to [https://www.parchment.com/u/registration/33674/account](https://www.parchment.com/u/registration/33674/account). If you do not already have a Parchment account, you will need to create one using your legal first and last name as shown in Focus to request a transcript.
Once you have created an account, click on the plus sign to add the organization (Edward Waters College).

Enter the college’s name, Edward Waters College, select Search, and then select Add.
In the Add Enrollment Information section you will need to fill out the information accurately.

**Required**

**Add Enrollment Information**

Enter your current enrollment information for this school.

Edward Waters College
Jacksonville, FL

A message from Edward Waters College

Thank you for submitting your e-transcript request to Edward Waters College.
The general timeframe for the processing of e-transcripts is 3-5 business days. This timeframe may be impacted by holiday and weekend closures at the college.

Enrollment Status
- Currently enrolled
- Not currently enrolled

Your Name
Joe Brown

Date of Birth
- July 3, 1985

Gender

Select Order.

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

Transcript Request Directions

Enter the destination you would like your transcripts sent to and then select Search and then click Select if the appropriate school has appeared OR select yourself and enter your mailing address.

Reminder: Official transcripts are only official if they are not opened. If you are ordering transcripts to provide to a college, institution, or employer, the envelope must remain sealed. If you open it, it is no longer official.

Select a destination

Where would you like to send your credential

OR

An Academic Organization, Admissions Office, Business, or Other Organization.

OR

Yourself or Another Individual

Florida State College at Jacksonville

Search

Advanced Search

Not finding your destination?

You can enter a destination manually by using a street address or an email address.

Enter Your Own
Complete the Order Details by entering when you want transcripts sent and add your personal mailing address. Once complete, select Save and Continue.
EDWARD WATERS COLLEGE
Transcript Request Directions

Review the information to make sure it is correct and then select **Continue** if the information is correct.

Please Review Your Order  (1 Credential)

Your order has NOT been placed yet.

Item(s) being ordered:

FROM
Edward Waters College
Jacksonville, FL

TO
Florida State College at Jacksonville
Jacksonville, FL, 32202

When do you want this sent?
Hold for Grades

Personal Address
1234 Nowhere Lane, Jacksonville, FL 32207

<table>
<thead>
<tr>
<th>Credential Fee</th>
<th>$14.50</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shipping / Handling</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Item Total $14.50

Total Credential Fees $14.50
Total Shipping / Handling $0.00

Order Total $14.50

[Continue]
EDWARD WATERS COLLEGE
Transcript Request Directions

Electronically sign using the request, type your name, read the statement and check the box, and then select Save & Continue.

Provide Consent

I authorize Parchment to release my academic credentials from Edward Waters College to the destinations I select.

Sign here with mouse or finger:

X

Type Name:

☐ I certify under penalty of law that I am the individual identified above and I am authorized to take this action.

Save & Continue
Enter payment information and then select Checkout to finalize the transcript request.

Payment Information (1 Credential)

Enter your payment information below.

Credit Card Number
Enter the 16 digits on the front of your credit card without spaces or dashes

Expiration Date
MM/YY
Enter the month and year your credit card expires

First Name

Last Name

Country
United States

Address

City

State/Province
Please select

Postal Code

Phone Number

Checkout