

EDWARD WATERS COLLEGE

Transcript Request Directions

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

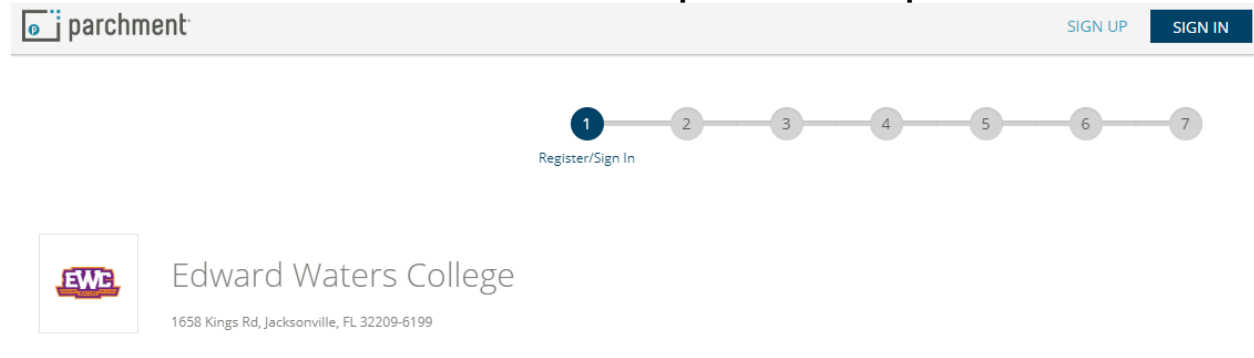
Transcript Fees

\$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>. 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.



The screenshot shows the top navigation bar of the Parchment website. On the left is the Parchment logo. On the right are "SIGN UP" and "SIGN IN" buttons. Below the navigation bar is a progress indicator with seven steps, where step 1 "Register/Sign In" is highlighted. Below the progress indicator is the Edward Waters College logo and name, followed by the address "1658 Kings Rd, Jacksonville, FL 32209-6199".



Existing User Account

I have an existing learner or third party account with Parchment.

OR



New Learner Account

I am a student or parent in need of a Parchment learner account.

OR



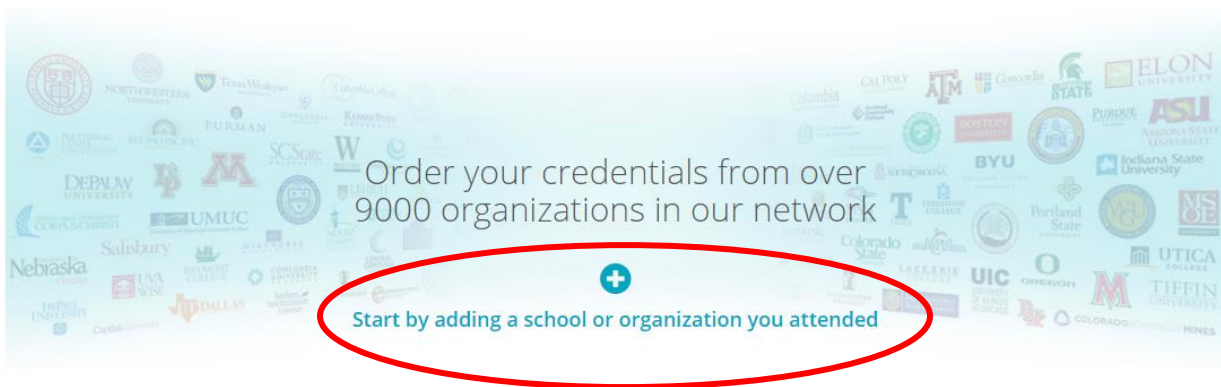
New Third Party Account

I am an administrator or third party ordering on behalf of a student.

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Once you have created an account, click on the plus sign to add the organization (Edward Waters College).



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Enter the college's name, Edward Waters College, select Search, and then select Add.

 [DASHBOARD](#) [ORDERS](#) [PROFILE](#) [?](#)

[1. Search](#) [2. Enrollment info](#)

Add Your School or Organization

Run a search below to add the school you attended to your account. After adding your school, you can begin ordering transcripts.

[Search](#)

[Advanced Search](#)

School/Organization	Location	Type	
Edward Waters College	Jacksonville, FL, US	College /Undergraduate	ADD

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In the Add Enrollment Information section you will need fill out the information accurately.



Add Enrollment Information

Enter your current enrollment information for this school. **Required



Edward Waters College

Jacksonville, FL

A message from Edward Waters College

[+ Expand](#)

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 maybe impacted by holiday and weekend closures of the college.

Enrollment Status*

- Currently enrolled
 Not currently enrolled

Your Name

Joe Brown

[+ I would like to add a maiden name or variation to help match the credential I'm ordering](#)

Date of Birth *

Jul

3

1985

Gender

Gender

Select Order.

Enrollment Info

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

Order Your
Transcript

Order

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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.

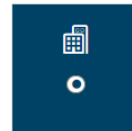


[DASHBOARD](#) [ORDERS](#) [PROFILE](#)



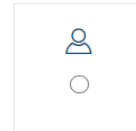
Select a destination

Where would you like to send your credential



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

OR



Yourself or Another Individual

Search

[Advanced Search](#)

Institution

Location

Organization Type

Florida State College at Jacksonville

Jacksonville,
FL, US

College /Undergraduate

Select

Not finding your destination?

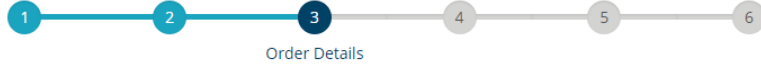
You can enter a destination manually by using a street address or an email address.

Enter Your Own

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Transcript Request Directions




Complete the Order Details by entering when you want transcripts sent and add your personal mailing address. Once complete, select **Save and Continue**.



Order Details

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	Delete this item						
 Transcript Delivery Method Electronic Switch to Print & Mailed	When do you want this sent? Hold for Grades							
Add Another Item	Personal Address 1234 Nowhere Lane, Jacksonville, FL 32207							
	+ Add Another Destination							
		<table><tr><td>Credential Fee</td><td>\$14.50</td></tr><tr><td>Shipping / Handling</td><td>\$0.00</td></tr><tr><td>Item Total</td><td>\$14.50</td></tr></table>	Credential Fee	\$14.50	Shipping / Handling	\$0.00	Item Total	\$14.50
Credential Fee	\$14.50							
Shipping / Handling	\$0.00							
Item Total	\$14.50							

Total Credential Fees	\$14.50
Total Shipping / Handling	\$0.00
Order Total	\$14.50

[Save & Continue](#)

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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:

[Edit Order](#)

 FROM Edward Waters College Jacksonville, FL	 TO Florida State College at Jacksonville Jacksonville, FL, 32202	
 Transcript Delivery Method 📧 Electronic	When do you want this sent? Hold for Grades Personal Address 1234 Nowhere Lane, Jacksonville, FL 32207	Credential Fee \$14.50 Shipping / Handling \$0.00 <hr/> Item Total \$14.50

Total Credential Fees \$14.50
Total Shipping / Handling \$0.00
Order Total \$14.50

[Continue](#)

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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 _____

Clear Signature

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

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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

Enter the month and year your credit card expires

First Name

Last Name

Country

Address

City

State/Province

Postal Code

Phone Number

Checkout