

Instructions for Requesting Transcripts

Official transcripts will only be sent if outstanding financial obligations are under \$250.

Students with Access to My.Bethel

Unofficial Transcript	Official Transcript
<ol style="list-style-type: none">1. Use Google Chrome as Browser2. Go to my.bethel.edu3. Sign in using your Bethel log in4. Click on Tools & Resources (upper right)5. Click on Banner Link6. Click on Self-Service Banner System7. Click on Student8. Click on Student Records9. Click on Academic Transcript10. Select Level: All Levels, and Select Type: Unofficial11. Right Click and Select Print12. Change Printer to "Save as PDF"13. Click on Save14. Select where to save the file15. Print the PDF	<ol style="list-style-type: none">1. Go to www.bethel.edu/registrar in Firefox or Google Chrome2. Click on Order a Transcript3. Click on Order an Official Transcript via Parchment4. Create or Login to your Parchment account5. Follow the prompts6. Pay online with credit card <p style="text-align: center;">OR</p> <ol style="list-style-type: none">1. Fill out paper form in our office or download PDF request form at this link: Transcript Request Form (pdf).2. Pay with check or request online link to pay with a credit card.3. Online: Fill out PDF form, sign, scan or take a picture and submit as an attachment to registrar-data@bethel.edu.4. Once the request is received, we will send you a link to pay with a credit card. <p style="text-align: center;"><i>Official transcripts will only be sent if outstanding financial obligations are under \$250.</i></p>

Students without Access to My.Bethel

Official or Unofficial Transcript
<ol style="list-style-type: none">1. Go to www.bethel.edu/registrar in Firefox or Google Chrome2. Click on Order a Transcript3. Click on Order an Official Transcript via Parchment4. Create or Login to your Parchment Account5. Follow the prompts6. Pay online with credit card <p style="text-align: center;"><i>Transcripts will only be sent if outstanding financial obligations are under \$250.</i></p>

Official Transcript Processing Cost

Cost: When ordered through Parchment, electronic transcripts will cost \$10 per copy, and paper transcripts mailed within the United States, will cost \$15 per copy.

Cost: When ordered using the Transcript Request Form (PDF) will be \$25 per copy if mailed within the United States.

Questions about Ordering a Transcript

1. If you have questions about the content of your transcript (courses, grades, degree, etc.), you should contact the appropriate Registrar's Office at cas-registrar@bethel.edu; or caps-sem-gs-registrar@bethel.edu.
2. For additional assistance with your order, contact Parchment, our transcript vendor.
3. Watch a video walk-through of the order process
4. [Check the status of your order](#)

Note: If you are unable to make an on-line order, fill out the [Transcript Request Form \(pdf\)](#) and mail it in or bring it to our office, or send it in as an attachment to registrar-data@bethel.edu. The cost is \$25.00. Pay with via online link to pay with credit card or check.