

OFFICIAL TRANSCRIPTS

SUNY Maritime College has retained Parchment to accept transcript orders over the Internet.

- **Current students** can log into their **Maritime Self Service** account and click on **Order Official Transcript** from the *Student Records Menu* under the *Student* Tab.
- **Prior students** that no longer have access to their Maritime Self Service accounts, can click on the Parchment icon below to enter their order.



PDF TRANSCRIPTS

SUNY Maritime College has appointed Parchment as the designated agent for processing and sending official **electronic** transcripts on behalf of SUNY Maritime College. The PDF transcript that is produced using this service contains the identical information as the printed transcript and can be certified as unaltered by uploading the file to the company's website that is provided during the delivery process. Parchment has been granted the authority to deliver all such electronic transcript requests on behalf of SUNY Maritime College and respond to any inquiries regarding the transactions.

TRANSCRIPT FEE

There is a **\$10.00 fee per transcript** request.

PROCESSING TIME

Authorized orders are generally processed within 1-3 business days.

Expedited Federal Express Shipping option is available for additional charge (pricing information can be found on the online ordering form when placing your order). Prepaid shipping labels will NOT be accepted.

CHECK THE STATUS OF YOUR REQUEST

Use this link to check the status of your request: [Check the Status of My Order](#)

NEED HELP WITH YOUR TRANSCRIPT ORDER?

We recommend that you log into your Parchment account, then visit the [Parchment Help Center](#). There you can find answers to frequently asked questions and articles to support your needs, engage with *ParchieBot* (the chat function designed to answer your questions and provide order information), submit a web case for support or contact a *Learner Support Representative* for assistance. The *Support Team* is available M-F, 8am-8pm ET.

UNOFFICIAL TRANSCRIPTS

Current students can obtain an unofficial transcript (Student Copy) by logging into their **Maritime Self Service** account under *Student tab/Student Records/Academic Transcript*. There is no fee for this. Prior students may also be able to view their unofficial transcript in Maritime Self Service if they began attendance in year 2011 or after. For login information, please contact the helpdesk at helpdesk@sunymaritime.edu or 718-409-6917. Students that began attendance *prior* to 2011, please contact the Office of the Registrar for further information at registrar@sunymaritime.edu or 718-409-7400 (option 1).