

# Transcript of Academic Record

Unofficial transcripts can be obtained in the Office of the Registrar (bring photo ID), or you can email your request to [registrar@nnu.edu](mailto:registrar@nnu.edu) with your name, date of birth and place of birth (city/state) to have your unofficial transcript emailed to you.

Official NNU Transcripts are processed through our third-party vendor, Parchment, and can be ordered online at [www.nnu.edu/parchment-transcript](http://www.nnu.edu/parchment-transcript). Click on the appropriate option and then the red ORDER TRANSCRIPT button to order your own official credentials or academic records. It will prompt for an email to either set up an account or log into your account in Parchment. If setting up an account for the first time, please do **NOT** use a school email account. Parchment allows a choice of electronic or paper transcripts. The official transcripts are normally acceptable evidence of your educational background to other institutions and are usually processed within five to seven business days.

Parchment also allows diploma replacements to be ordered. Diploma replacements are ordered at the beginning of each month. Please allow a few weeks for processing.