Ordering Your George Mason Transcript Online

Below are ordering instructions for students who received George Mason credits for programs they participated in including Envision, HOBY, Honors Performance Series, Fairfax Math, Loudoun Science, the Washington Youth Summit on the Environment, and the Washington Journalism and Media Conference.

Please note that transcripts ordered cost $10.

Ordering Instructions:

- The following link takes you directly to the transcript online request system, Parchment, Inc. for George Mason University: https://registrar.gmu.edu/students/transcripts-parchment/

- Scroll down to "How to Order an Official Transcript", select "For alumni, former students, or Envision students" by clicking on the Parchment Exchange image.

- If you are a returning user, login with your email address and password. If this is your first time using Parchment to order a transcript, click "Create Account."

- When you create an account, you will need to enter contact information, authentication information, and create a password.

- Under authentication information, enter your Date of Birth, your First and Last Name as they were when you registered for the credits, and the Last 4 Digits of your Social Security Number (SSN). If you do not have a SSN, you may enter 0000. The field for Student ID is optional, so you do not need to enter anything here.

- The next page is "Where would you like your document(s) sent?" You can enter an Institution Name or Email if you would like your transcript to be sent to a college or university, or you can click "Send to Yourself" to order a copy for your own records.

- Under Order Details, some institutions may only accept certain Delivery Modes, i.e. only Electronic. Select Now as the Processing Time. You may enter optional Special Instructions and select an optional Purpose for Transcript. It is also optional to attach a document such as a cover letter to be delivered with your transcript.

- You will then be brought to a page to review your Order Details and a page to Provide Consent for FERPA. Once you click I Accept, you will be brought to the Confirmation page and a secure Payment system. Once you have submitted the payment, you will be given your Order Number. Save this number to check the status of your order in the future.

 If you have any questions about this process, please call 703-993-5010 or email leaders@gmu.edu.