

Request to Send an Electronic Transcript

The International American University (IAU) has authorized Parchment Inc. to act as its agent for processing orders of electronic transcripts in PDF format. Parchment collects all required fees and forwards the request to the IAU Office of the Registrar, where the transcript is produced and released. Parchment uses the highest standards for security and the service is compliant with the Family Educational Rights and Privacy Act (FERPA).

Before You Order Transcripts

Students must clear holds on their records before the Transcript department will process the order. Current and recently enrolled students can check for holds on [myIAU](#).

Check your [myIAU](#) account to ensure that any pending grades, degrees or changes have been posted to your record.

Fees

- Electronic Transcript Order: **\$10** per order.
- Paper Transcript Order
 - USPS Domestic Mail: **\$10** per transcript, plus a **\$2.50** shipping fee. A total of **\$12.50** per order.
 - USPS International Mail: **\$10** per transcript, plus a **\$5.00** shipping fee. A total of **\$15.00** per order.
 - FedEx Overnight Domestic: **\$10** per transcript, plus a **\$25.00** shipping fee. A total of **\$35.00** per order.
 - FedEx International: **\$10** per transcript, plus a **\$47.50** shipping fee. A total of **\$57.50** per order.

Payment Methods

Parchment accepts VISA, MasterCard, and Discover. Cash or checks are no longer accepted.

How to Order Transcripts

Official Transcripts may be ordered through [Parchment](#):

1. You will be asked to create an account. First-time users must sign and submit a Consent to Release form before a transcript order can be processed.
2. Provide your student ID and the dates of attendance at IAU.
3. Have your credit card name, number, and expiration date available.
4. Payment on the card will be preauthorized, but your credit card will not be billed until the transcript order has been fulfilled.
5. You will receive an e-mail confirmation when your order has been processed.

If you need assistance or have questions about the ordering service, please email at registrar@iau.la.

How to Videos:

1. [Order Official Transcript](#)
2. [Track Official Transcript](#)

Service Hours

Approximately 9:30 A.M. to 6:30 P.M. Pacific Time. Requests are processed by the Office of the Registrar Monday through Friday during normal business hours, except holidays.

FAQ About Ordering Transcripts

<https://www.parchment.com/wp-content/uploads/Student-FAQs.pdf>