

GDA3 – ORDER ACADEMIC CREDENTIAL FROM PARCHMENT

1 JULY 2025

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1. Academic Credential Order Process



Figure 1: Academic credential order process

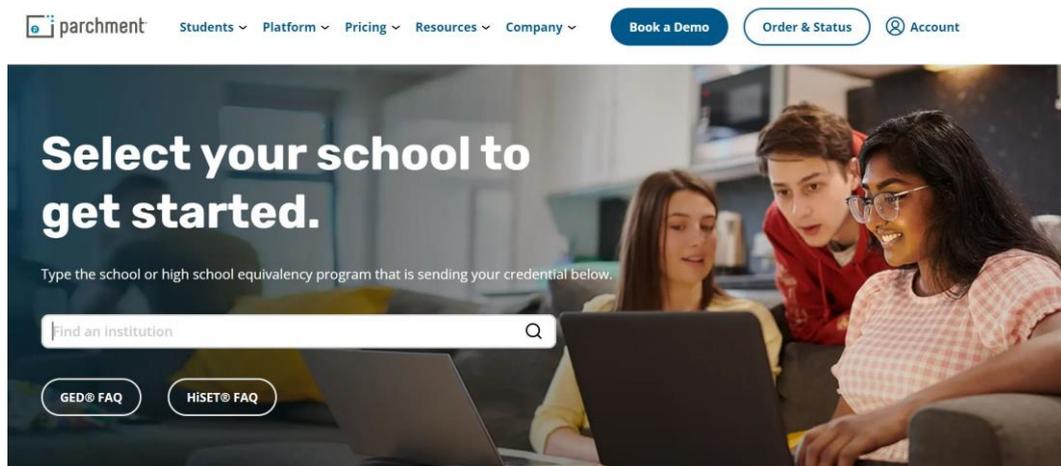
Note: If you are applying for multiple applications in GDA3 during the same application period, you will need to order your academic credentials from Parchment once only. GDA3 will update your academic credentials received from Parchment to all your applications in GDA3.

1.1. Find School Attended

1. Go to the [Parchment order](#) page.
2. Click on the green “Order Now” button.



3. In the “Find an institution” field, enter the name of the school you want your document from.
i.e. The school you attended.



4. If your school is not listed, contact [Member Support](#) to confirm your school does not use Parchment to send documents. Otherwise, continue to the next steps.
5. If your school is listed below, they use Parchment to send documents. Click on your school in the list to proceed with your order.

1.2. Create Parchment Account

1. Proceed to section [1.3 Order Academic Credential](#) if you already have a Parchment account. Otherwise, select “Ordering your own credentials or academic records” option and enter your email address.

The screenshot shows the 'Learner Account' creation interface for Tulane University. At the top, the Tulane University logo and name are displayed, along with the address: 6823 Saint Charles Ave, 210 Gibson Hall, New Orleans, LA, 70118-5698, US. Below this, there are two main options: 'Ordering your own credentials or academic records' (indicated by a green icon of a person with a checkmark) and 'Ordering on behalf of someone else' (indicated by a blue icon of two people). A vertical line with 'OR' separates the two options. Below the options, there is a section titled 'A MESSAGE FROM TULANE UNIVERSITY' with a 'Show More' button. The message content includes: 'Welcome, Tulane Students and Alumni!', 'Medical Students: Students working toward or having earned an MD should contact the School of Medicine directly with their transcript requests. Please visit https://medicine.tulane.edu/education/graduate-medical-education/credentialing-fees for more information.', 'Pre-1980 Public Health Records: Please send email requests to SPHTMSTUDENTSERVICES@tulane.edu or call (504) 988-7642. Requests via fax should be sent to fax (504)988-0907. Requests are processed within 3 business days. (Additional time may be required at graduation and registration.) Requests should include any/all names used, date of birth, date of graduation and degree earned.', and 'University Alliance MBA Certificate - If ordering records for the University Alliance MBA non-credit certificate program, please contact University Alliance at 1-800-404-7355. Do not order your records through this program.' Below the message, there is a section titled 'START HERE - ENTER YOUR EMAIL ADDRESS' with a text input field containing 'Tommy@Tulane.edu'.

2. Click “Create Account and Continue” button after entering your personal information and creating a password for your account.


Tulane University
6823 Saint Charles Ave, 210 Gibson Hall, New Orleans, LA, 70118-5698, US



Ordering your own credentials
or academic records

OR



Ordering on behalf of
someone else

ENTER YOUR PERSONAL INFORMATION

ashley.deroche+tulane@parchment.com [✉](#)

<input checked="" type="checkbox"/> Tommy	Middle Name	<input checked="" type="checkbox"/> Tulane
<input checked="" type="checkbox"/> February	<input checked="" type="checkbox"/> 6	<input checked="" type="checkbox"/> 1986
<input checked="" type="checkbox"/> College Graduate		

ENTER YOUR CONTACT INFORMATION

* Cell Phone

5555555555

United States of America

6823 St. Charles Avenue


Tulane University
6823 Saint Charles Ave, 210 Gibson Hall, New Orleans, LA, 70118-5698, US



Ordering your own credentials
or academic records

OR



Ordering on behalf of
someone else

ENTER YOUR PERSONAL INFORMATION

ashley.deroche+tulane@parchment.com [✉](#)

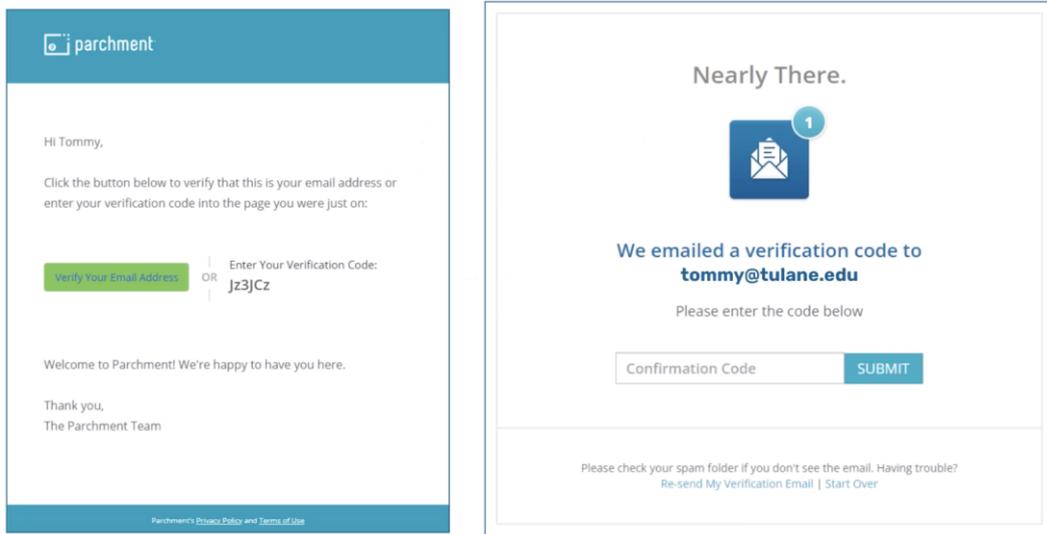
<input checked="" type="checkbox"/> Tommy	Middle Name	<input checked="" type="checkbox"/> Tulane
<input checked="" type="checkbox"/> February	<input checked="" type="checkbox"/> 6	<input checked="" type="checkbox"/> 1986
<input checked="" type="checkbox"/> College Graduate		

CHOOSE A PASSWORD

CREATE ACCOUNT & CONTINUE

* All items marked with a red asterisk are required.

3. A verification email will be sent to you and you will need to enter the verification code from the email to verify your email address.



- After verifying your email, you will need to enter the enrollment information from the school you attended.

Note: If you use any other names during the time you attended your school, select the “Other name variation or maiden name” option to help your attended school to find your records quickly.

The image shows a screenshot of the 'Enrollment Information' form. At the top, it says 'Enrollment Information' and 'CANCEL X'. Below this, it displays 'NAME Tommy Tulane' and 'DOB FEB 6, 1986'. A note states 'Some additional information related to your enrollment is required below.' The form is for 'Tulane University of Louisiana' and asks for the following information:

- * Are you currently enrolled? (Dropdown menu)
- * Your first year of attendance (Text input field)
- Your Student ID Number (Text input field)
- * Please verify your name while attending (Radio buttons for 'Tommy Tulane' and 'Other name variation or maiden name')

At the bottom, there is a 'CONTINUE' button and a note: '* All items marked with a red asterisk are required.'

- Once you completed the enrollment information, your account will be created.

1.3. Order Academic Credential

1. If you have a Parchment account, click the Continue button after entering your email address followed by your password.

Learner Account



Mt Elbert University
6401 Richards Ave, Mt Elbert, CO, 87508, US



Ordering your own credentials
or academic records

OR



Ordering on behalf of
someone else

A MESSAGE FROM MT ELBERT UNIVERSITY

Welcome to Parchment. We're offering this service to make ordering transcripts easier for you. It's also more efficient for your school, and will deliver your transcripts to the colleges you choose in the format they prefer.

If you have questions you can contact our office or Parchment Support.

START HERE - ENTER YOUR EMAIL ADDRESS

* Email

Continue

* All items marked with a red asterisk are required

By signing up you agree to the Parchment [terms of use](#) and [privacy policy](#).

- After successfully signed in to your account, click the Order button for the Transcript option.

- Enter “National University of Singapore” or NUS in the search box and select the matched option below the search box. This will send your transcript directly to NUS.

- At the item details page, the delivery method to NUS and credential fees payable to the school you attended will be displayed. You will need to enter your GDA3 application number in the “Application ID” field so that GDA3 is able to identify your academic credential.

Item Details

Transcript

For: Madison Rast
Date of Birth: Feb 15, 1987
Last 4 SSN: 5663

FROM
Mt Elbert University
Mt Elbert, CO

TO
National University of Singapore

Delivery Method: Electronic

Credential Fee
\$3.25

Item Total
\$3.25

* Application ID
K123456789

Purpose
Admission

* Transcript Level
All Levels

Continue

Note: For the GDA3 application number, you can get it from your application status page in GDA3.

Graduate Admission System (GDA3)

Greetings, Madison!

Thank you for applying to Master in International Affairs. This is where you can view this particular programme's application status, required materials that you have not submitted, eg supporting document(s), payment(s) due, etc. If you do contact us on this particular application, please specify **K123456789** in your email.

Please note the application should be **completed in English**.

To apply to another programme, please access the Programme Search Portal.

Academic Credential Verification

Please submit your academic credential verification request in Parchment Portal.
Note: Any false information declared for your academic credential will cause your acceptance fee to be forfeited.

Return to main page by selecting another submitted application from the dropdown list.

Master in International Affairs - January

We have received the following standardised test scores from you:

Test Date	Test Type	Total Score
2023-01-31	GRE (Self-Reported)	290

Change Email Address
Change Password
Logout

5. At the bottom of the item details page, click the Continue button after you have given your consent to the order by performing the following actions:
 - a. Sign in the signature box.
 - b. Type in your name in the text boxes.

- c. Check the box to certify that you are who you say you are.

Would you like to add an attachment file? (optional) [Add An Attachment](#)

Please review the information below pertaining to the type of consent that is required to complete this order.

Sign here with mouse or finger [Clear Signature](#)

1 → 

2 → Type full name as signed above

3 → I certify under penalty of law that I am the individual identified above and am authorized to take this action.

[CONTINUE](#)

* All items marked with a red asterisk are required to submit this form.

6. At the order summary page, review your transcript order. If any information is wrong, you can click the edit or remove button to update your order.

[<BACK](#) Order Summary [CANCEL X](#)

i Your order has not been placed yet. Please review and complete the order below
Here's your order summary Madison [Collapse All](#)

FOR	Rast, Madison	1	\$3.25	^
ITEM	Transcript		\$3.25	
FROM	Mt Elbert University			
TO	National University of Singapore, Singapore, SG			

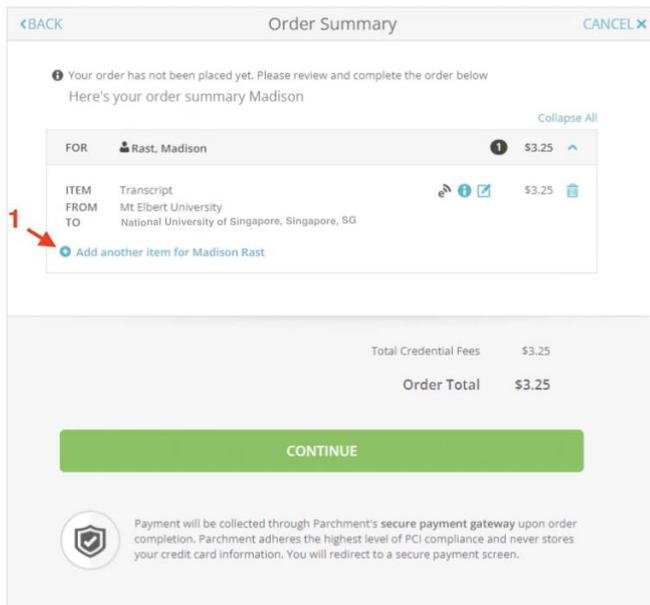
[Add another item for Madison Rast](#)

Total Credential Fees	\$3.25
Order Total	\$3.25

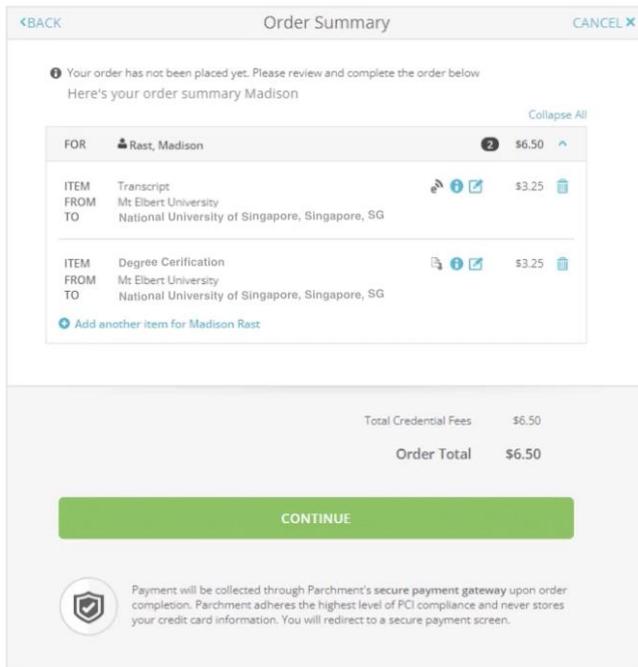
[CONTINUE](#)

 Payment will be collected through Parchment's secure payment gateway upon order completion. Parchment adheres the highest level of PCI compliance and never stores your credit card information. You will redirect to a secure payment screen.

7. Click the "Add another item" link to order your degree scroll/certificate by repeating steps 2 to 6 above.



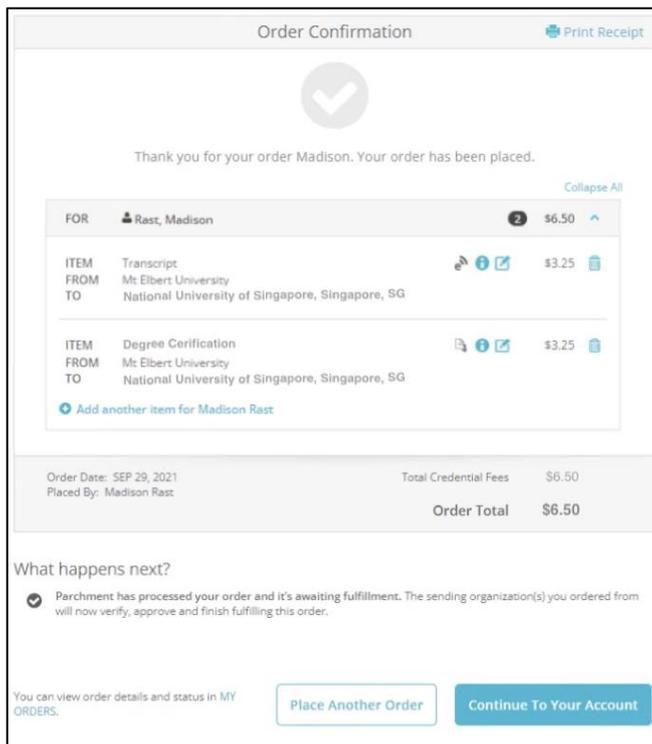
8. Click the Continue button.



- At the payment information page, enter your payment details.

The screenshot displays the 'PARCHMENT SECURE PAYMENT GATEWAY' interface. At the top, it states 'Parchment adheres to the highest level of PCI compliance and never stores your credit card information.' Below this is a 'Payment Information' section. The form includes fields for: 'Enter first and last name as it appears on credit card' (with 'Robby' and 'Robo' entered), a 16-digit card number '4444444444444448', an expiration date of 'Mar 2022' and '345', and logos for VISA, Mastercard, Discover, and American Express. The 'Order Total: \$3.25' is shown, with a note that '\$3.25 will be charged to this card.' Below the card information is a field for the cardholder's name '9999999990'. The 'Billing Address' section includes a dropdown for 'United States of America', a text field for '123 W Main St SE', an 'Address 2' field, and a dropdown for 'Caledonia Michigan' with the zip code '49316'. A blue 'Submit Payment' button is at the bottom, with a note: '* All items marked with a red asterisk are required to submit this form.'

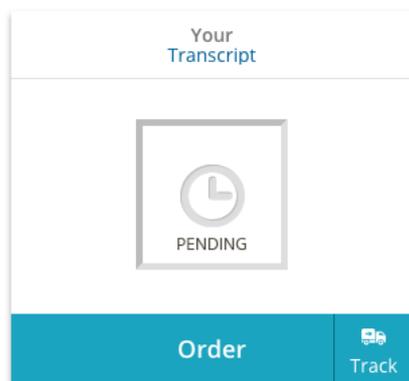
- Once your payment has been entered and order has been submitted, you will see the order confirmation page.



11. A confirmation email containing your Document ID Number (DID) will be sent to the email address associated with your Parchment account.

1.4. Wait for Validation

1. After you have submitted your order, the school you attended will receive the order.
2. To track your order, click Tack button at the at the bottom right of your academic credential file.



3. At the tracking page, find your order and look at the orange text under "Where's my transcript?".

Document ID	Status	Recipient	Price	Track
TW4J1NOJ	Order submitted to your school	Receiving School	\$0.00	▼
<div style="border: 1px solid #ccc; padding: 10px;"> <p>Where's my transcript?</p> <p><i>Order submitted to your school</i></p> <p>Your transcript was ordered on February 18, 2021. your school needs to review and approve it before it can be sent.</p> <p>Document Type: Transcript Delivery Type: Electronic</p> <p>Recipient Receiving School</p> </div>				

1.5. Academic Credential Verified

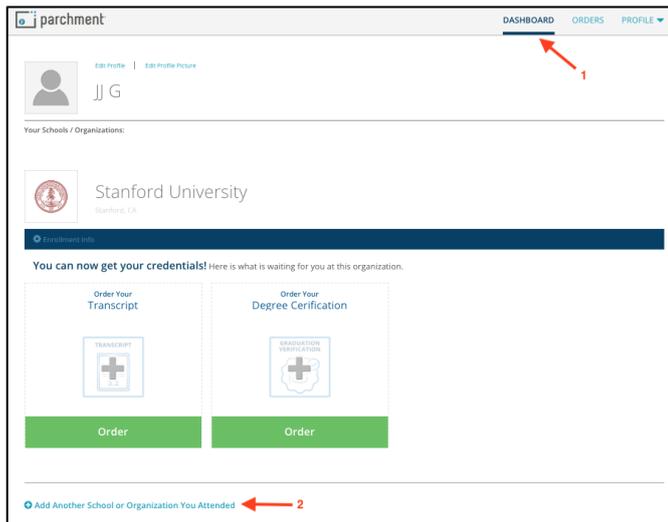
Once your school approves and processes the order, NUS will receive your academic credentials.

2. Additional Information

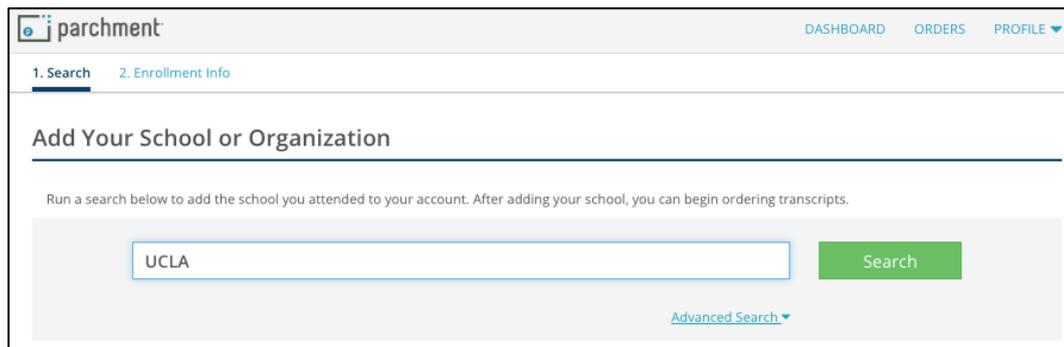
2.1. Attended More Than 1 US Colleges

If you have attended more than 1 US colleges, you will need to add the other school before you can order your academic credentials from the school.

1. Go to your dashboard and click “Add Another School or Organization You Attended” link.



2. Enter your school's name in the search box and click the Search button.



3. From the list of the search results, click the Add button next to the correct school to add the school.

parchment DASHBOARD ORDERS PROFILE

1. Search 2. Enrollment Info

Add Your School or Organization

Run a search below to add the school you attended to your account. After adding your school, you can begin ordering transcripts.

[Advanced Search](#)

School/Organization	Location	Type	
UCLA Extension	Los Angeles, CA, US	College /Undergraduate	<input type="button" value="ADD"/>
University of California Los Angeles	Los Angeles, CA, US	College /Undergraduate	<input type="button" value="ADD"/>
David Geffen School of Medicine at UCLA	Los Angeles, CA, US	College /Undergraduate	<input type="button" value="ADD"/>

4. Once you have added the selected school, you will be directed to the enrollment page. Click the Continue button after inputting your enrollment information.

Enrollment Information CANCEL ✕

NAME JJ G
 DOB FEB 01, 1982

Some additional information related to your enrollment is required below.

! IF YOU ATTENDED FOR ONLY ONE YEAR: THE SYSTEM REQUIRES YEARS TO BE DIFFERENT: Enter "your first year" as the year attended and "year you left" as the next year (ie 2022 and 2023)

QUESTIONS? : Please contact the
[UCLA Registrar's Office - Transcript Unit](#)

UCLA University of California Los Angeles
 would like you to provide the following information:

* Are you currently enrolled?
 No, not currently attending

* Your first year of attendance 2022

* Year you graduated or left 2024

Your Student ID Number

* Your last 4 SSN 1234
Don't have one?

* Please verify your name while attending
 JJ G
 Other name variation or maiden name

* All items marked with a red asterisk are required.

5. At the available credentials page, continue to order your transcript and degree scroll/certificate by referring to section [1.3 Order Academic Credential](#).

Available Credentials CANCEL x

QUESTIONS? : Please contact the
[UCLA Registrar's Office - Transcript Unit](#)

 The following credentials are available from University of California Los Angeles. Start your order by selecting a credential listed below (you can add more later)

 **Transcript**
An academic transcript is a inventory of courses that a learner has taken and the grades that they earned in those courses during the academic year. Order

2.2. College with Only 1 Academic Credential Option

If the school you attended only allows for ordering 1 academic credential, you will need to contact your school to attach the other academic credential when they upload your academic credential.