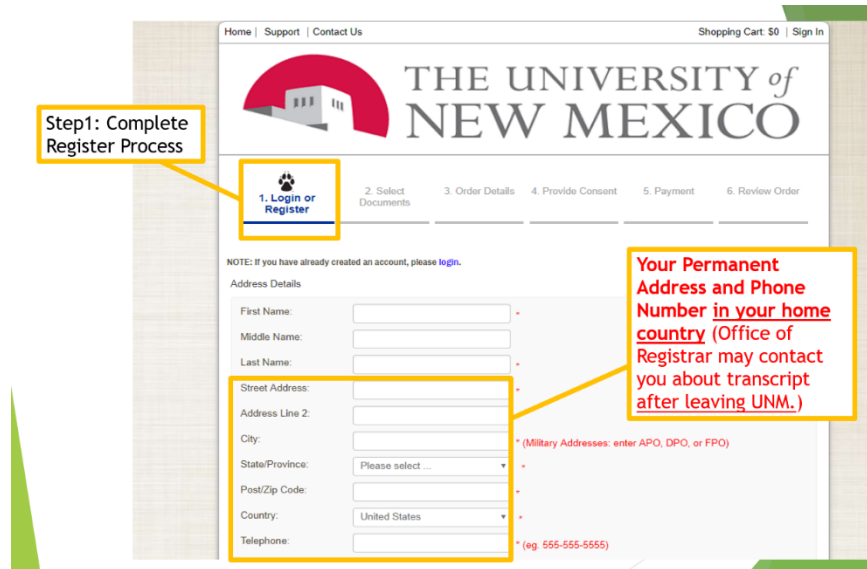


EXCHANGE STUDENTS MUST SET UP AN ACCOUNT NOW TO RECEIVE A TRANSCRIPT!

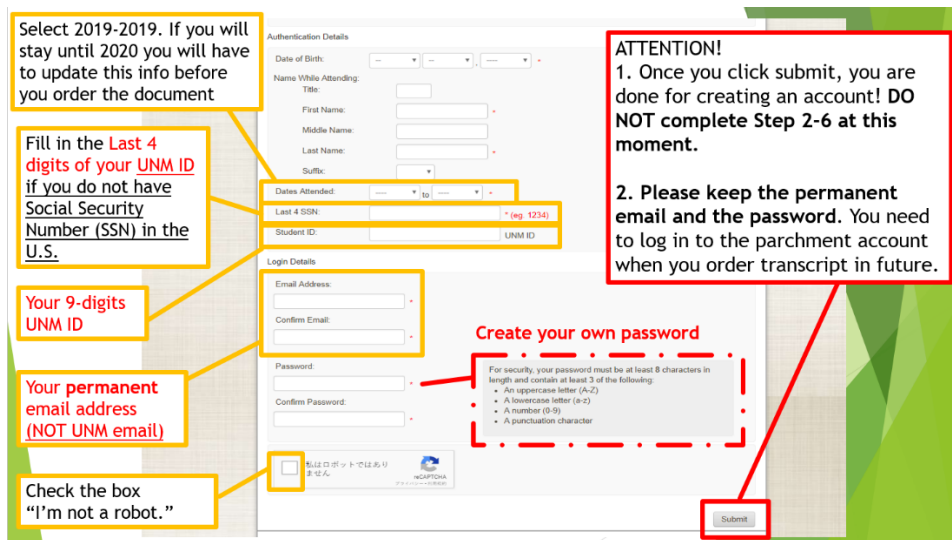
Exchange students need to follow these instructions to set up a “Parchment” on-line account NOW so that GEO can send one free copy of your transcript to your home school at the end of your exchange. **YOU ARE NOT REQUESTING THE TRANSCRIPT NOW, JUST SETTING UP THE ACCOUNT.** Follow the instructions below and make sure to use the complete dates of your exchange AND use your non-UNM email!

A) STEPS to register for the account you are NOT ordering the transcript now:

- Go here (use Chrome or Firefox): <https://registrar.unm.edu/transcripts/request-online.html>
- Click on “Parchment” logo in the middle of the page
- Click on “Create Account”



- **Fill in as below:**



Stop after this STEP, you are NOT ordering transcripts now. Otherwise, you will be charged =(

B) BEFORE YOU LEAVE UNM – **NOT NOW!!!**

- Make sure you have paid your full balance at my.unm.edu (if you don't, your home school will NOT get your free transcript)
- Update your contact information at my.unm.edu and myGEO under “Personal Information”
- Order a Transcript for yourself if you want one (check the website above for details)
- Inform your advisor at home school that your transcripts will be coming to their email: ***Transcripts for those who end their exchange in fall will be sent Feb 1, for those who end their exchange in spring they will be sent June 15th.***
- If your advisor does not open and download the transcript **within 30 days, the download will expire and you will need to pay** to have an additional transcript sent.