



Imperial Valley College has appointed Parchment LLC as the designated agent for processing official transcripts.

For former students:

- Go to www.parchment.com.
- Click on the green “Order Now” button.
- Enter **Imperial Valley College** under the “Find an institution” box.
- Provide a personal email address to begin creating your account.
- Begin the transcript ordering process.

For current students:

- Go to www.imperial.edu and click on “Login.”
- Click on **Webstar** and enter your **IVC email** and **Password** to login.
NOTE: If you require assistance retrieving your student information, please contact Admissions & Records at **760-355-6101**.
- Click on “Your Student Services.”
- Click on “Order Official Transcripts.”
- Provide a personal email address and begin creating your account.
- Begin the transcript ordering process.

Official electronic or mailed transcripts are \$5 per request.

Overnight service is available for an additional \$30.

Mailed transcript requests are processed and mailed within 2 business days.

Transcript requests for students with records prior to 1980 will require additional processing time.

IVC Evaluation time:

Transcript evaluation may take up to 60 days from the start of your current semester.

NOTE: You must be enrolled in IVC courses for your transcripts to be evaluated.

If you require further assistance, go to www.parchment.com/chat-support.

If you are having a credential emergency, you may contact Parchment at

1-847-716-3005

Monday-Friday from 8:00 a.m. to 8:00 p.m.