

Step-by-Step Instructions: How to Request Official Transcripts for PharmCAS Application

For a submitted application to be considered complete, PharmCAS must receive all official transcripts from any institution (U.S. and Canada) a candidate attended. The file will not be verified or released to the selected pharmacy schools until all official transcripts are received.

Tips:

1. Request your official transcripts as soon as you create your account and start your application.
 - a. **Do not wait to do this step until after you submit your application. This can cause major delays in the verification process that needs to occur before your completed application is released to the institutions you listed to receive it*.*
2. Official transcripts must come directly from Registrars to PharmCAS.
3. Use a copy of your unofficial transcript from these institutions for the portion of the application that requires you to input every college course you've ever taken.
 - a. **Accuracy matters here. If you have an unofficial copy to use for this purpose, there is less room for error*.*
4. If there are errors in the reporting portion, PharmCAS will send it back to you to make corrections which can also delay the rest of the process.
5. PharmCAS also provides step-by-step instructions and tips on their website [here](#).

Requesting Non-University of Iowa Transcripts:

PharmCAS only accepts official electronic transcripts through Parchment and National Student Clearinghouse. To determine if your registrar participates in either service, please check the [Parchment](#) and [National Student Clearinghouse](#) directories.

If not listed in either directory, arrange for the registrar to mail an official paper transcript directly to PharmCAS. Electronic transcripts will not expedite the processing of your file at PharmCAS.

- Click [here](#) to see if your school offers the Parchment service.
- Click [here](#) to access the National Student Clearinghouse website. To see if your school offers the National Clearinghouse service, click:
 - **Order-Track-Verify > Order or Track a Transcript** from the menu bar.
- **If school is listed**, follow the service's instructions to request an e-transcript.
- If your transcript is not posted after 7-10 business days, contact the transcript service directly to confirm the order was completed and then contact PharmCAS using the contact information [here](#).

Requesting University of Iowa Transcripts:

You must have your UI transcripts sent via the mail. To complete this process please do the following 9 steps.

Step 1: Complete the “College Attended” section in your PharmCAS application before requesting transcripts.

Step 2: Once you have entered The University of Iowa, find and click the blue “Order” button under “Transcript Type”.

Report and submit official transcripts **for all institutions attended** to date, regardless of:

- Their relevance to the programs you're applying to, and
- Whether the coursework completed there was transferred to another institution or was taken during high school for college credit.

Also, report each institution only once, regardless of the number of degrees earned or gaps in the dates of attendance. Visit the [Applicant Help Center](#) for more information.

Once you submit your application, you cannot edit previously entered colleges and universities, but you can add new colleges and universities.

After completing this section, be sure to request all required transcripts. Click **Order** and request either mailed or electronic transcripts. Review [Sending Official Transcripts to PharmCAS](#) for more information.

[Add a College or University](#)

Colleges and Universities Attended

UNIVERSITY OF IOWA
August 2023 - Still Attending Semester System No Degree Earned
Transcript Types
Official Transcript ⓘ Not Yet Received Order

Transcripts Are Required

You can submit your application before transcripts are received. However, you must submit all required documents in order to complete your application.

This application requires specific transcript types from your colleges and universities attended.

Step 3: A window will pop up with two options. Option One will prompt you to submit your transcripts electronically. Since Iowa does not partner with Parchment or National Student Clearinghouse, click on the second tab.

No:

Order Your Official Transcript

University Of Iowa

Select how you want to order your official transcript.

~~Option 1: Order an Electronic Transcript~~ [Option 2: Order a Mailed Paper Transcript](#)

First, confirm with your school that they participate in one of the following e-transcript services. Then select their preferred service to order your transcript. If you cannot find your school in these services, please use Option 2 to order a paper transcript.

National Student Clearinghouse

parchment

[I Will Do This Later](#) | [I Ordered My Transcript](#)

Yes:

Order Your Official Transcript
University Of Iowa

Select how you want to order your official transcript.

Option 1: Order an Electronic Transcript	Option 2: Order a Mailed Paper Transcript 
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Contact your institution's Registrar's Office and request your transcript be mailed to PharmCAS.
[Learn more about mailing transcripts here.](#)

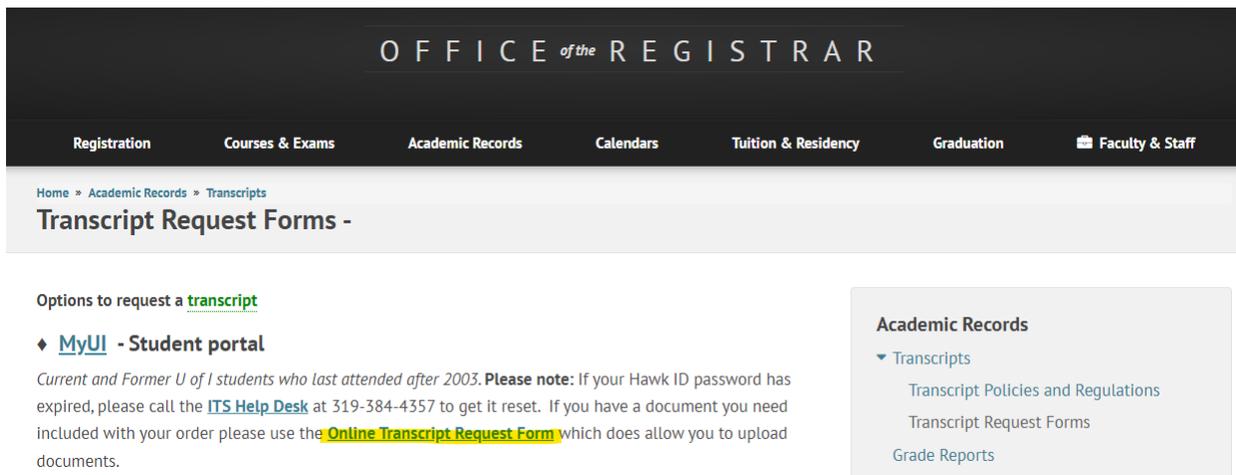
Step 1: Use the Transcript ID form to help us match your transcript to your application. (Recommended) Download Transcript ID Form	Step 2: Mail your transcript to: Transcript ID# 8594504045-3199140-X PharmCAS Transcript Processing Center P.O. Box 9109 Watertown, MA 02471
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[I Will Do This Later](#) | [I Ordered My Transcript](#)

Step 4: Continue to follow the steps (both 1 and 2) shown in the pop-up window. Step 1 requires you to download the “Transcript ID Form” and save it in a convenient location.

Tip: Save as ie: “Transcript ID Form for (First Initial/Last Name) L. Davis)

Step 5: Open a web browser and search <https://registrar.uiowa.edu/transcript-request-forms> and click the blue hyperlink “Online Transcript Request Form”



The screenshot shows the Registrar's Office website. The header is "OFFICE of the REGISTRAR". The navigation menu includes: Registration, Courses & Exams, Academic Records, Calendars, Tuition & Residency, Graduation, and Faculty & Staff. The breadcrumb trail is: Home » Academic Records » Transcripts. The main heading is "Transcript Request Forms -". Below this, there are two columns. The left column has the heading "Options to request a transcript" and a link to "MyUI - Student portal". Below this link is a paragraph: "Current and Former U of I students who last attended after 2003. **Please note:** If your Hawk ID password has expired, please call the [ITS Help Desk](#) at 319-384-4357 to get it reset. If you have a document you need included with your order please use the [Online Transcript Request Form](#) which does allow you to upload documents." The right column has the heading "Academic Records" and a dropdown menu for "Transcripts" with sub-items: "Transcript Policies and Regulations", "Transcript Request Forms", and "Grade Reports".

This will take you to an Iowa Universal Workflow form that you need to fill out. Additional information requests will populate as you start to fill out the form.

Step 6: When it asks for the recipient, use this information:

PharmCAS Transcript Processing Center
P.O. Box 9109
Watertown, MA 02471

Step 7: Before you hit submit on this form, make sure you upload the “Transcript ID Form” that you previously saved to your computer.

Make sure to click “Upload File” after you choose the correct file

Step 8: Click the “Submit” button. You should get a message that your form was successfully submitted.

Step 9: Go back to your PharmCAS application and click the blue “I ordered my transcripts”

Order Your Official Transcript
University Of Iowa

Select how you want to order your official transcript.

Option 1: Order an Electronic Transcript	Option 2: Order a Mailed Paper Transcript
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Contact your institution's Registrar's Office and request your transcript be mailed to PharmCAS.
[Learn more about mailing transcripts here.](#)

<p>Step 1: Use the Transcript ID form to help us match your transcript to your application. (Recommended)</p> <p style="text-align: center;">Download Transcript ID Form</p>	<p>Step 2: Mail your transcript to: Transcript ID# 8594504045-3199140-X PharmCAS Transcript Processing Center P.O. Box 9109 Watertown, MA 02471</p>
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[I Will Do This Later](#) [I Ordered My Transcript](#)