Ordering Transcripts and Diplomas *(for US Testers who took the GED test after Jan. 1, 2014)*

GOAL:	This document provides US Testers who passed the GED test **AFTER** January 1, 2014 with instructions on how to order duplicate copies of their transcript/diploma.

IMPORTANT: **If you are ordering a PAPER DOCUMENT to be sent to an address OUTSIDE of the United States, you must select an International shipping option.**

- **For international expedited orders, we use FedEx International Priority, which delivers typically in 1 to 3 business days.**

Cut-off time:

We must have received and processed your order by 2pm (US Mountain time) for it to be sent out the same day. If your order is processed after this time, it will be sent out the following business day.

Steps to order transcripts and diplomas

1. Access your GED account by going to https://ged.com/ and clicking on the "Log In" button (see Figure 1).

Figure 1: GED Account

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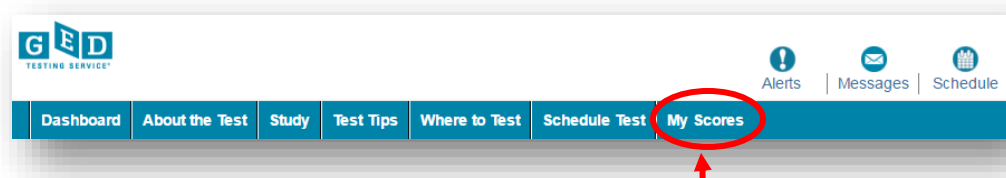2. Once you are in your account click on the "**My Scores**" tab (see Figure 2).

Figure 2: "**My Scores**" tab

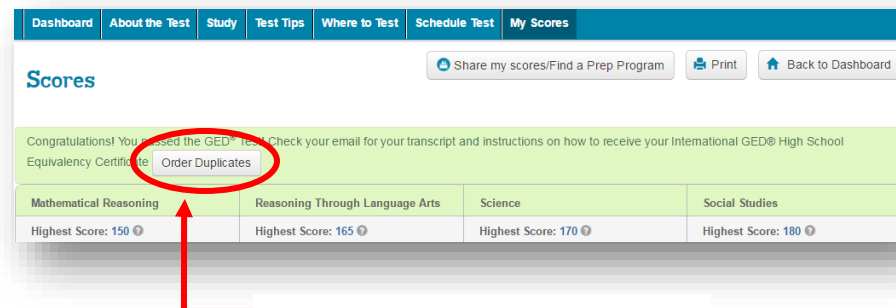3. Then click on the "**Order Duplicates**" button (see Figure 3).

Figure 3: "**Order Duplicates**"

4. Select the type of document you want to send – you can send it to a 3rd party or yourself (see Figure 4).
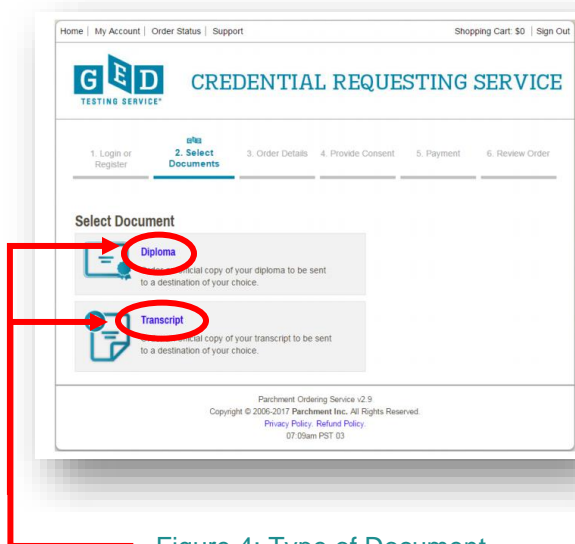

Figure 4: Type of Document

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5.   Here you will need to indicate where you would like your document(s) sent to. Your institution might already be registered as thousands of institutions are already registered with us. So, enter the name of the institution you would like to send the document(s) to in the space provided (see Figure 5) eg. Georgetown University and click on the "**SEARCH**" button (see Figure 5.1).

📄 **NOTE:**   If the institution's name does not appear below the search bar don't worry. Just click on the "**Send to Yourself, Another Individual, or Third Party**" link (see Figure 5.2) *and go to step 6a* to find out what your remaining steps in the process are.

Figure 5: "**Institution Name, Acronym, Location, or Email**"

Figure 5.1: "**Search**"

Figure 5.2: "**Send to Yourself, Another Individual, or Third Party**"

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5b.   If the institution you are sending the document to is a registered third party their name will appear below the "**SEARCH**" button. Be sure to click on the correct "**SELECT**" button as there might be more than one institution listed (Figure 5.3).
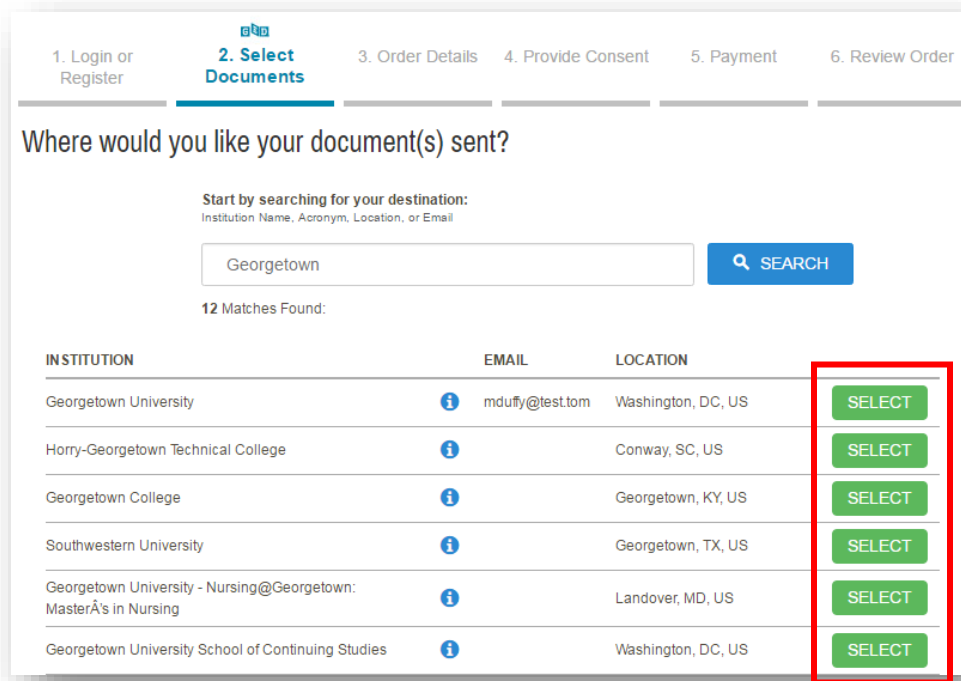

Figure 5.3: "**SELECT**"

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5c. If the information listed under "**Destination**" is correct click on the "**Continue**" button (see Figure 5.4) *and go to step 7* to see what your remaining steps are in this process.

| 1. Login or Register | 2. Select Documents | **3. Order Details** | 4. Provide Consent | 5. Payment | 6. Review Order |

Product Description

Order an official certified PDF of your GED® test transcript. Orders are generally processed within a few business days. Please allow additional processing time for high volume periods.

Please confirm with the recipients that they will be able to receive an electronic copy of your transcript. Also, to avoid potential problems with spam filters, please tell recipients to allow emails from **parchment.com.**

This is the fastest, most secure, and environmentally friendly method to request your transcript.

Destination: **Document Name:**

Georgetown University   **eTranscript - $15.00**
Washington, DC 20057-1002   Switch to Mail Delivery

Continue

Order Options

Delivery Mode   **Electronic**

Purpose for Transcript (Optional)   [-- ▼]

Note: Email Providers use filtering systems to reduce spam. Sometimes, they accidentally filter the email that you want them to receive. To make sure that your document emails are not filtered into "junk" or "bulk" folders, please verify that the recipient can receive email from Parchment (parchment.com).

Total $15.00

Add Another Item   Continue

Figure 5.4: "**Continue**"

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6a.   If your institution isn't listed, you can still send them the documents. Decide on the type of transcript you would like to send and click on the image (see Figure 6). **Note**: Electronic is the fastest and most secure method to request your documents.
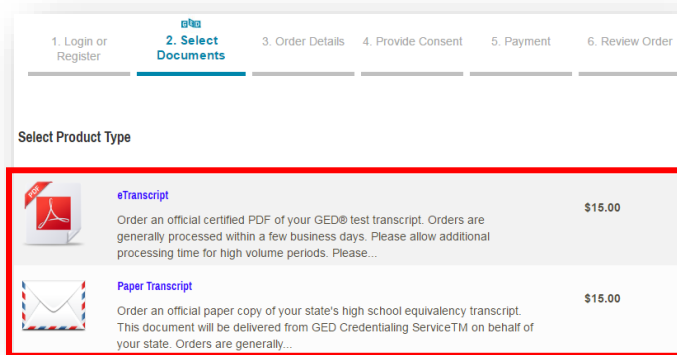

Figure 6: Type of Transcript

6b.   Enter the "**Recipient's Name**" and "**Email Address**" (see Figure 6.1). Before clicking on the "**Continue**" button you should confirm with the recipient that they will be able to receive an electronic copy of your transcript (see Figure 6.2). Also, to avoid potential problems with spam filters, please tell the recipient to allow emails from **parchment.com**.

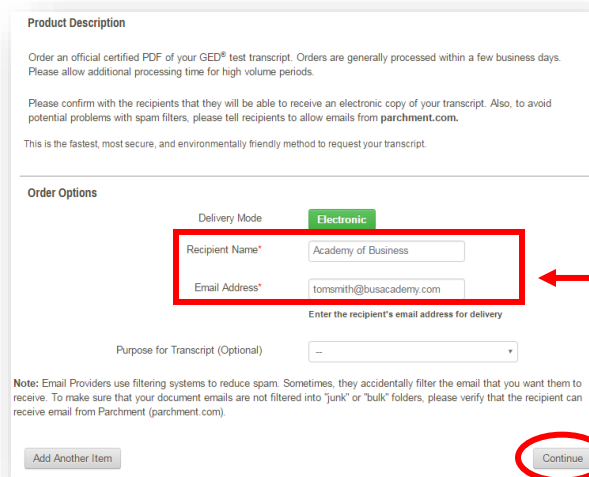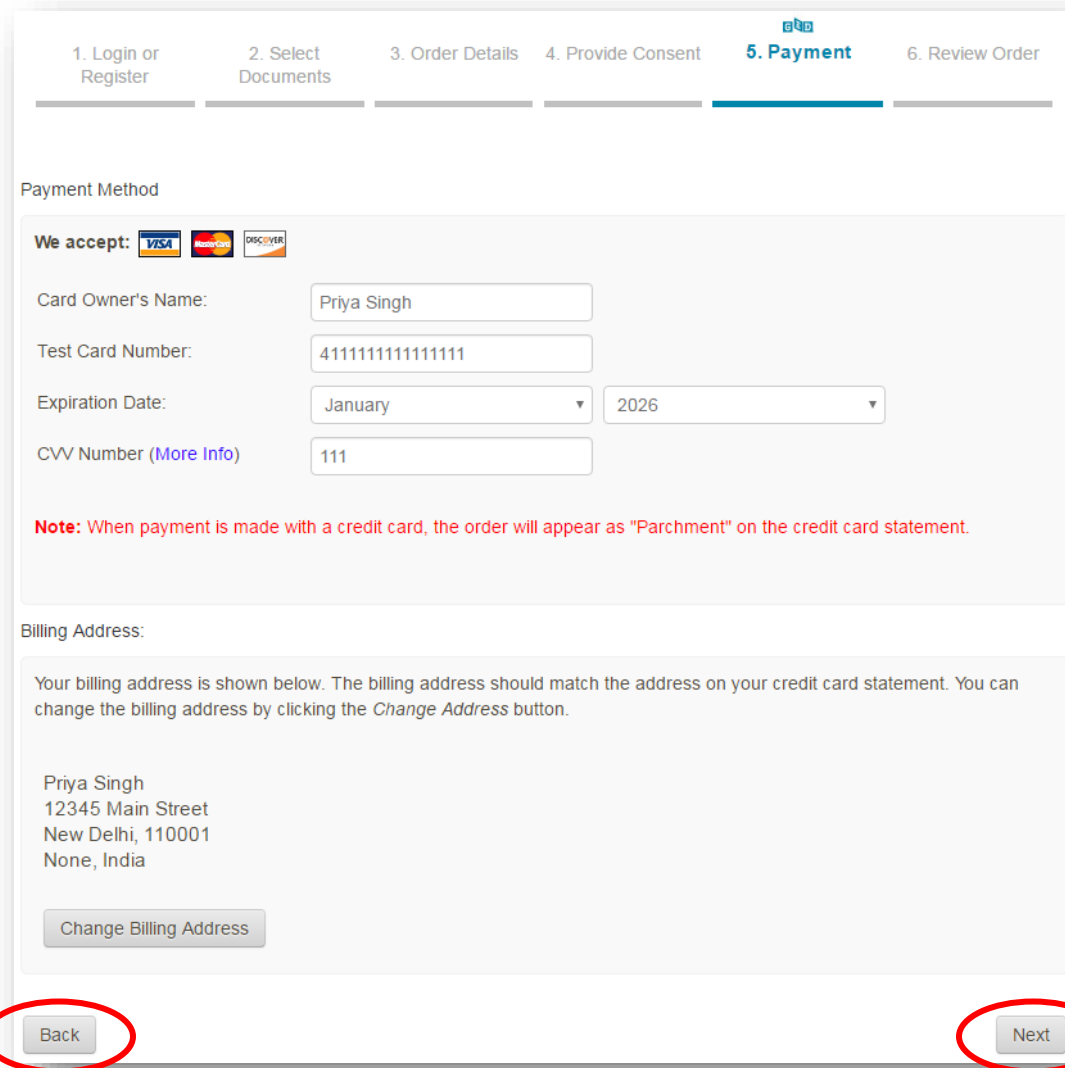Figure 6.1: "**Recipient Name and Email Address**"

Figure 6.2: "**Continue**"

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7.   Now, you will see the payment screen. Enter the required information and be sure to check that the billing address listed is correct. Then, click on the "**Next**" (see Figure 7) button to proceed. **Note**: You can click on the "**back**" button to go back to the previous screen (see Figure 7.1).

1. Login or Register	2. Select Documents	3. Order Details	4. Provide Consent	**5. Payment**	6. Review Order

Payment Method

We accept: VISA   MasterCard   DISCOVER

Card Owner's Name:	Priya Singh
Test Card Number:	4111111111111111
Expiration Date:	January ▼ 2026 ▼
CVV Number (More Info)	111

Note: When payment is made with a credit card, the order will appear as "Parchment" on the credit card statement.

Billing Address:

Your billing address is shown below. The billing address should match the address on your credit card statement. You can change the billing address by clicking the *Change Address* button.

Priya Singh
12345 Main Street
New Delhi, 110001
None, India

[Change Billing Address]

[Back]   [Next]

Figure 7: "**Next**"

Figure 7.1: "**Back**"

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8. It's time to review your order. If you need to edit payment or billing address information you can do so on this screen (see Figure 8).

Figure 8: Payment or Billing Address Screen

9. Details about the document you ordered will be listed towards the bottom of this page. If the information on this page is correct click on the "**Confirm**" button (see Figure 9).

Figure 9: "**Confirm**"

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10. On the confirmation page, you will see your Order # (see figure 10). You will also receive an email confirming your order, and you will receive emails when your order is updated. You can sign in to your account at any time to check the status of your order. Simply click My Account or Order Status (see Figure 10).
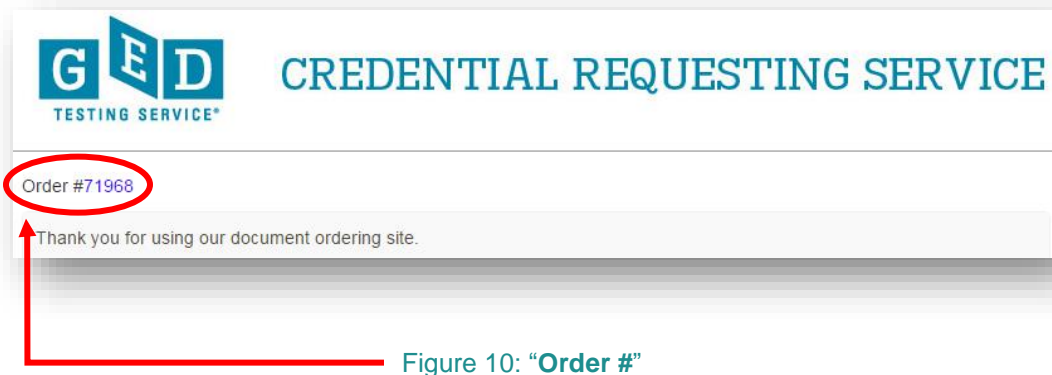

CREDENTIAL REQUESTING SERVICE

Order #71968

Thank you for using our document ordering site.

Figure 10: "**Order #**"

> ❗ **IMPORTANT:** If you have additional questions please email us at help@ged.com.