Before you place an order for your official USC Experience transcript, be sure that you have created a transcript via the My USC Experience records portal via my.sc.edu.

You must create at least one transcript in the My USC Experience records portal prior to submitting an order for distribution of the transcript. If you have created multiple versions of the transcript, be sure you have indicated— before you place the order— which version you wish to order.

If you need assistance or have any questions, email us at USCExperience@sc.edu.
Ordering an Experiential Transcript

Current USC Students
Current students can order an official transcript via Self Service Carolina. If you need to update your password or your multi factor authentication configuration, please go to Manage My Account.

Former Students
NOTE: USC Experience transcripts are only available to USC students admitted Fall 2018 or later. Former students can order an official transcripts through Parchment Ordering Services. You will need to Create a New Account before placing an order using your current personal email address. If you have created an account previously (including your USC email address) and are trying to create a new account, you may be required to use a different email address.

Once you have accessed the transcript ordering portal through Self Service, you will land on the “Ordering Learner Credentials” page.

IMPORTANT: You can only send an official USC Experience transcript if you have first created a transcript for distribution. To get started, log in at my.sc.edu and click on "View My USC Experience" under "Academics."

1) Click on “Order” for the USC Experience Transcript
2) Select the destination to where your USC Experience Transcript should be sent.

If the transcript will be sent to another college/university, enter the institution’s name in the search box and select the appropriate institution.

If you need a transcript sent to yourself or to another individual, click on the blue writing that reads “I’m sending to myself or another individual” and select the appropriate option that applies
3) Review Order Details and Authorize the Release of the Transcript

- If you have a document that must accompany the transcript, you may add an attachment (optional)
- Provide consent to complete the order by signing
- Type your full name
- Click “Continue” to proceed to the next page

![Image of form with annotations]

- Click here to add an attachment
- Sign your name here
- Type your name in these boxes
- Check this box
- Click continue

All items marked with a red asterisk are required to submit this form.
4) Review the Order Summary and Complete Order

5) Enter your payment information and billing address, then click “Submit Payment”
Once the order is successfully submitted, the order confirmation will appear on your screen. Print this page if you need a receipt.

Note: If you need another transcript, click on the button to “Place Another Order”.