



NATIONAL
UNIVERSITY

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How to Order a National University Enrollment Verification

If you are a current student, you can navigate to your Parchment Learner Account by clicking on your Parchment chiclet on your [Single-Sign-On](#).



Parchment - Order
Transcripts

If you are a former student, you can click the link below to create or log in to an existing Parchment account:
[National University – La Jolla | Learner Account](#)

Once logged into your Parchment dashboard, choose Order Your Enrollment Verification



or



From the Set Delivery Destination screen, you have the option to:

1. [Send an electronic Enrollment Verification to another education institution](#)
2. [Send a mailed or electronic Enrollment Verification to yourself](#)
3. [Send a mailed or electronic Enrollment Verification to another individual or institution](#)

If you are running into any errors, please review the [Troubleshooting](#) section at the end of this document.

Sending an Electronic Enrollment Verification to another institution:

To send an Electronic Enrollment Verification to an institution, type the name of the institution in the Search bar, then choose the correct institution from the drop down*:

*Note: **You should not type “National University” here** – If you type and select National University, your Enrollment Verification will be returned to National University.

*If you do not see your institution listed, please see section [Sending an Electronic Enrollment Verification to another individual or institution](#)

You will be taken to the Item Details screen. On this screen, you will review the intended recipient, choose the purpose of the order, add an attachment (optional), and indicate any special instructions, and click the “Continue” button. Please verify the information to ensure it is correct. **Enrollment Verifications are free of charge.**

Sending a Mailed or Electronic Enrollment Verification to yourself

To send an Enrollment Verification to yourself or to an individual email address, click [I am sending to myself or another individual](#). Then select “I am sending this order to myself” from the drop-down options:

The image shows a search bar with the placeholder text "Where would you like to send the credential?" and a green "Search" button. Below the search bar, the text "OR" is centered. Underneath, there is a blue button with a person icon and the text "I'm sending to myself or another individual ?". A mouse cursor is hovering over this button, which has opened a dropdown menu. The dropdown menu contains two options: "I am sending this order to myself" (highlighted in a darker blue) and "I am sending this order to another individual".

From the Set Delivery Destination screen, you may choose to send your Enrollment Verification electronically or by mail:

The image shows the "Set Delivery Destination" screen. At the top, there is a header bar with the text "Set Delivery Destination" and a "CANCEL X" button. Below the header, there is a message: "Your order will be sent from National University - LA JOLLA to the individual and/or organization at the destination below. Select a delivery method for your order". There are two options for delivery methods: "Electronic Delivered By Email" (represented by a green icon with an 'e' and a checkmark) and "Print & Mailed Printed On Paper & Mailed" (represented by a blue envelope icon).

Depending on which option you choose, enter your email or mailing address where you want your Enrollment Verification to be delivered.

You will be taken to the Item Details screen. On this screen, you will review the intended recipient, choose the purpose of the order, add an attachment (optional), and indicate any special instructions, and click the “Continue” button. Please verify the information to ensure it is correct. **Enrollment Verifications are free of charge.**



The image shows the "Item Details" screen for an "Enrollment Verification". At the top, there are "BACK" and "CANCEL X" buttons. The main content area includes a "FROM" field with the National University - LA JOLLA logo and address, and a "TO" field with the San Diego State University logo and address. There is also a "Purpose" dropdown menu set to "Admission" and a "Special Instructions" text area. A "Would you like to add an attachment file? (optional)" question is followed by an "Add An Attachment" button. At the bottom, there is a large green "CONTINUE" button. A red asterisk at the bottom indicates that all items marked with a red asterisk are required to submit this form.

Sending a Mailed or Electronic Enrollment Verification to another individual or institution:

To send an electronic Enrollment Verification to another individual, or to an institution that did not populate from the Search bar, click [I am sending to myself or another individual](#). Then select “I am sending this order to another individual” from the drop-down options:

A search bar with the placeholder text "Where would you like to send the credential?" and a green "Search" button. Below the search bar, the text "OR" is centered. Underneath, there is a link "I'm sending to myself or another individual" with a question mark icon. A dropdown menu is open, showing two options: "I am sending this order to myself" and "I am sending this order to another individual". A mouse cursor is pointing at the second option.

From the Set Delivery Destination screen, you may choose to send your Enrollment Verification electronically or by mail:

The "Set Delivery Destination" screen has a "CANCEL X" button in the top right. Below the title, it says "Your order will be sent from National University - LA JOLLA to the individual and/or organization at the destination below. Select a delivery method for your order". There are two options: "Electronic Delivered By Email" with a green icon, and "Print & Mailed Printed On Paper & Mailed" with a white envelope icon.

Depending on which option you choose, enter the recipient information to Continue.

You will be taken to the Item Details screen. On this screen, you will review the intended recipient, choose the purpose of the order, add an attachment (optional), and indicate any special instructions, and click the “Continue” button. Please verify the information to ensure it is correct. **Enrollment Verifications are free of charge.**

The "Item Details" screen shows an "ENROLLMENT VERIFICATION" item. It includes fields for "From" (National University - LA JOLLA, CA) and "To" (San Diego State University). The "Purpose" is set to "Admission". The "Credential Fee" is \$0.00 and the "Item Total" is \$0.00. There is a field for "Special instructions" and an "Add An Attachment" button. A green "CONTINUE" button is at the bottom. A note at the bottom states: "All items marked with a red asterisk are required to submit this form."

If you have any additional questions, please call us at 858-642-8260, Option 1.

Office Hours: Monday – Friday: 7:30AM-4PM PST

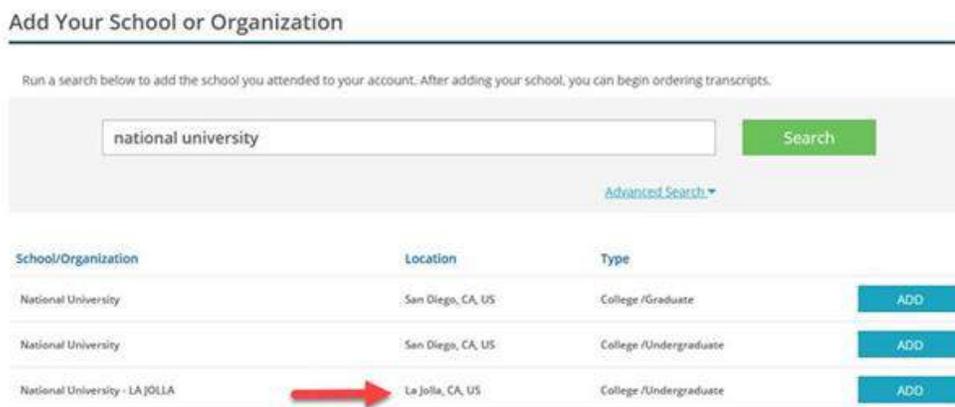
Troubleshooting

After you have created a Parchment Account or logged in to an existing account, if you see the location listed as "San Diego, CA" you will be unable to place orders:

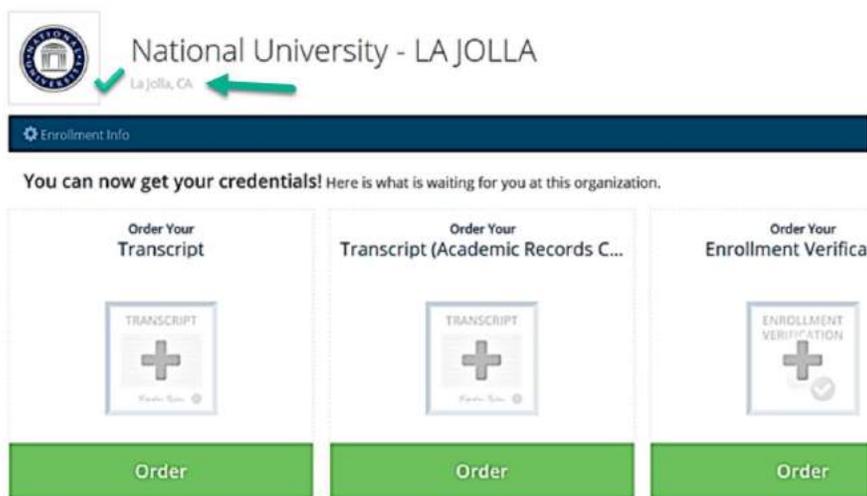


[+ Add Another School or Organization You Attended](#)

To add the correct school, scroll to the bottom of the page and click "+Add Another School or Organization You Attended" at the bottom, then Search "National University" and select this school with the location "La Jolla, CA, US":



The location is now displayed as La Jolla, CA and it will then show the list credentials that may be ordered:



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