1. Log into GOLD using UCSBnetID and Password (https://my.sa.ucsb.edu/GOLD/Login.aspx) or PERM/PIN (https://my.sa.ucsb.edu/GOLD/LoginPermPin.aspx).
2. From the Main Menu select the "Transcripts|Verifications" button.
3. Select the Official Transcripts Option.
4. Before clicking the Order Transcript button, double check the following:
   a. If you need the transcript for the CBA you must hold your transcript until your DEGREE is posted.   A Hold for Degree may only be performed if you have already declared candidacy. (Note: if you are a double major or have minors, only one of the degrees will be listed. All majors are awarded at the same time, so do not be concerned if you see only one major.)
   Example:

   b. If BARC has a financial block on your record, you will not be able to place the order until the block is cleared.
5. Click the Order Transcripts button. You will be redirected to our transcript vendor, Parchment.

6. If this is your first time placing an order through this site, you will be asked to provide some basic information: mailing address, phone number, etc.

   It is best to use your permanent mailing address, and a non-umail email account.

7. After clicking submit, you will be taken to the first screen to select documents. The California Board of Accountancy does not currently have an entry in the Parchment database, so click the 'Send to Yourself' link.

8. You will be given several options of Product Type. Select the Paper Transcript – Mailed option.

9. Fill in the California Board of Accountancy address information. Note: there is currently a bug on the order screen. If you enter a Mailing State before selecting the Mailing Country, the Mailing State will be overwritten. The vendor is currently working on fixing this issue.

10. Select the appropriate Order Options:
    a. The Delivery mode simply refers to the fact that UCSB sends the transcript data to Parchment electronically. The transcript sent to the California Board of Accountancy will be a traditional, hard-copy transcript sent on security paper.
    b. Processing Time: Hold for DEGREE
    c. Mailing Method: Standard

Note: there is no longer a Rush option. These transcripts are produced by a fully automated process and will typically be printed within 2 hours of your final grade being awarded.

11. Click Continue.
12. At this point you may either "Continue Shopping" to add more transcript requests to your order, or you may Checkout.