

## DAA has partnered with Parchment for Document Requests

Parchment is used to electronically send documents fast and efficiently to locations all over the world – whether to yourself, a university, an employer, or other organization. **Current DAA students must use their gemsdaa.net email address when creating their account in order to have the fees associated waived; with exception for documents mailed via post.** For DAA Alumni or DAA Transfer Students, there is a small fee payable to Parchment for this all services, but the advantage of electronic transmittal means that the document will arrive at its destination quickly. To order your document, click the ORDER MY DOCUMENT banner below. The first thing you'll do is create an account, then you'll place your order, and then you can track your order 24/7.

Visit [Parchment Student Kit](#) to access help with Video Tutorials, User Guides, Frequently Asked Questions and Support Resources. Visit the [DAA Tutorial Guide](#) for a recorded presentation on how to place an order.



### The Registration Process:

1. Click the Order My Document icon above to sign into the Parchment link that is auto connected to Dubai American Academy. To create a new account, click Sign Up. For existing accounts, click Sign In.
2. Create a New Learner Account (current students use gemsdaa.net email address) or if you already have one sign in to Existing User Account.
3. If you are creating a New Learner Account, on the next screen you will be asked to indicate:
  - a. Registration Code (Click on I do NOT have a registration code)
  - b. Student personal details
4. Click Sign Up
5. Once you register you will receive a confirmation code via email where you must confirm your registration.
6. When confirming registration, you must also choose to waive your rights to allow us to send your documents on your behalf and it allows institutions to know you have not had influence on the documents. Some institutions will not accept documents if you have not waived your rights.

### The Ordering Process:

1. Sign in to your Parchment account.
2. Choose the document that you wish to order. Options include:
  - a. Transcript - **This includes Initial Transcript, Mid-Year Transcript and Final Transcript. Depending on the time of year will depend on which transcript is uploaded.**
  - b. IB Predicts (Oct/Nov only) – **For current seniors only**
  - c. School Profile
  - d. Transcript to Apply for Equivalency – **For current/graduated seniors only**
  - e. Expected Graduation Letter – **For current seniors only**
  - f. English Proficiency Letter – **For current seniors only**
  - g. Confidentiality Letter of Recommendation – **For current seniors only. This is NOT a letter of recommendation. Please consult with your counsellor regarding this.**
  - h. Other – **Must send counsellor an email regarding what document you need.**
3. Choose your destination where it will be sent to.
4. Choose your method of delivery (electronic or post).
5. Click Save & Continue.
6. Verify details and click Save & Continue again.
7. Click Continue to finalize the order.
8. You will receive a confirmation that the order has been placed. Orders are fulfilled by DAA within 24-36 hrs (weekends/holidays excluded).

If you need technical assistance from Parchment, please contact [Parchment Support](#). If you have any general questions, please contact [Mr. Alvin Agtarap](#) in the DAA Counseling office.

