

REQUIRED: OFFICIAL PRIMARY TRANSCRIPT

If you have already graduated, your transcript must list your conferred degree date. Unofficial or emailed copies will not be accepted. If you have not yet graduated and are applying as a contingency admission applicant, your official transcript needs to contain all coursework prior to beginning your last semester.

ELECTRONIC / MAILING INSTRUCTIONS (official primary transcript)

Electronic Transcript Submission:

Click on [TranscriptsPlus.net/order](https://transcriptsplus.net/order). Click order a transcript, find and click on your school, click begin order, enter your info, click search recipient table, choose state of Texas, choose ETOOLS4EDUCATION WCACP. Do not enter an email address as the recipient.

If you do not find your school listed at the above link:

Go to your university website or blackboard. If they use [Credential Solutions](#) or [eScrip-Safe Network](#), you can order through them. Do not put an email address as the recipient. You must choose ETOOLS4EDUCATION WCACP as the recipient.

If you cannot order electronically, please order an official transcript to be mailed to the following address:

Your transcript must arrive in a sealed envelope from the school. The print date on your transcript cannot be less than 2 years old.

etools4Education Attn: Admission Department
18445 Highway 105 West, Suite 102, PMB 265
Montgomery, Texas 77356

REQUIRED: ADDITIONAL TRANSCRIPTS NEEDED - (PRIOR SCHOOLS, GRADUATE WORK)

A record of all college coursework is needed for state compliance. Additional transcripts are required due to the omission of transfer classes, grades, dates and GPA calculations on your primary official transcript. Most official primary transcripts do not include all transfer information needed. Unofficial copies can be accepted as long as they contain all information needed. Unofficial copies can be emailed, faxed or mailed.

EMAIL: Your admission specialist: wbrasher@etools4education.com or ckranz@etools4education.com

FAX: 832-575-5000

Mail: etools4Education Attn: Admission Department, 18445 Highway 105 West, Suite 102, PMB 265, Montgomery, Texas 77356