

# Transcript Instructions

## Official Primary Transcript

(From the school you received your Bachelor's degree from)  
Unofficial copies will not be accepted.

## Additional Transcripts Needed

(Includes all previously attended schools prior to your Bachelor's degree and any graduate work)

### Electronic Official Transcript Instructions

- Order your college transcripts electronically from the approved institutions listed below.
- Choose Web-Centric ACP or etools4Education as the recipient
- Do not insert an email address as the delivery method. Primary transcripts sent to a staff email address will not be accepted.

#### Approved Electronic Institutions:

- [eSCRIP-SAFE](#)
- [Parchment](#)
- [Credential Solutions](#)

### Mailed Official Transcript Instructions

- If your school does not offer electronic transcripts, you will need to have your official transcript mailed.
- Order an official transcript directly from your university. It must arrive in a sealed envelope and be sent to the mailing address.
- If you have a sealed transcript at home that is less than 2 years old, you may forward it to the mailing address.

#### Mailing Address:

etools4Education, 18445 Hwy 105 W,  
Suite 102, PMB 265, Montgomery, TX  
77356, Attn: Admission Dept.

### Additional Unofficial Transcript Instructions

- Additional transcripts are required due to the omission of transfer classes, grades and GPA calculations on your primary official transcript.
- Unofficial copies of additional transcripts can be accepted as long as they contain your name, classes, grades, and GPA calculations.
- If you do not have copies, please order them following the same instructions as your primary transcript.

#### Delivery Methods:

Email: [wbrasher@etools4education.com](mailto:wbrasher@etools4education.com)

Fax: 936-588-3729

Mail: Use same address as primary transcript