

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

Fax: 832-575-5000

Mail: Use same address as primary transcript