

OFFICIAL TRANSCRIPT REQUEST PROCESS

STEP ONE:

- Login to SchoolLinks and click on “Colleges”
- You will be prompted to complete a three-part set up process
 - **Add your Birthdate, Email, and Home Address**
 - **Indicate if you qualify for application fee waivers (check off boxes that apply to you)**
 - **Complete your FERPA waiver**
- **If you are applying through Common APP- Link your Common App to SchoolLinks**
 - **On the left, select “Connect” under the Common App section**
 - **Select the “Link Common App” Button**
 - **Log in to your Common App account and then come back to SchoolLinks and refresh your page**
 - **Colleges on your Common App List will automatically populate on SchoolLinks**
- Add your Applications
 - Either click the “Add application from list” button or click the blue “+ Add Application” button
 - Search and choose from the list and click the “Add Application” Button.
 - When adding the application, make sure to add it as “in progress”. Select the “completed & pending” option if you have already submitted your application.
 - Once you save the application, SchoolLinks will automatically request the transcript

STEP TWO:

Pay for the number of transcripts requested.

You will pay for all transcripts online via MyPaymentsPlus (MPP)

- Under “Activities and Services,” find Transcripts

YOU WILL NOT BE PERMITTED TO ADD THE TRANSCRIPT(S) TO YOUR CART UNTIL ALL REQUIRED FIELDS ARE COMPLETE.

- The College, Scholarship, or Organization
- Application Deadline
- Method of Application
- Initial or Midyear Transcript
- How to Send Transcript

- Mailing Address (if application)

Once both steps are complete, your transcript will be sent. Please understand that it takes 24-48 hours to process your payment on MyPaymentsPlus. Allow at least 2-3 weeks for colleges to receive/update your application.

NOTE: Some colleges may take up to 6 weeks to process applicant documents. Please contact the college directly for updates about your application.