

REQUESTING TRANSCRIPTS

For All Transcripts Make Sure To:

- **Submit a request at least 3-4 weeks before the deadlines to allow for processing time.**
- **Send transcripts directly to each college or university. DO NOT SEND THEM TO YOURSELF!!!**

Colleges and Universities require that applicants submit transcripts from ALL high schools attended. This includes your:

District Transcript

- **Submit your 9th and/or 10th grade district transcripts.**
 - ✓ **If your school uses Parchment.com follow the Instructions below. Otherwise contact the high school for their specific ordering instructions.**
- **If you were home schooled submit a copy of your home school transcript.**

ECA Transcript

- **Follow the Parchment.com Instructions below.**

EMU Transcript

- **Log on to your my.emich.edu account**
 - ✓ **Click on Student Services**
 - ✓ **Click on National Student Clearinghouse**
 - ✓ **Follow the instructions for requesting your transcript**
 - ✓ **There may be a \$5.00 fee**

Parchment.com Instructions

- 1. Go to www.parchment.com**
- 2. In the upper right hand corner, select create an account.**
- 3. Follow the instructions for creating your account.**