

REQUIRED: OFFICIAL PRIMARY TRANSCRIPT

- Your official primary transcript needs to contain your conferred bachelor's degree date.
- Contingency Admission applicants may submit their official primary transcript at the beginning of their last semester of coursework. The transcript will need to include all classes and grades taken prior to the beginning of the last semester.
- Emailed or Faxed primary transcripts will not be accepted.
- Graduated outside US applicants need to follow the instructions on the Graduated Outside US page of our website.

BEST WAYS TO ORDER YOUR PRIMARY TRANSCRIPT:

Credential Solutions: <https://www.credentials-inc.com/cgi-bin/dvcgitp.pgm?ALUMTROSCHOOL>

You must choose: Etools4Education WCACP as the recipient. Do not enter an email address for delivery.

Parchment: <https://www.parchment.com/order/my-credentials/>

You must choose the mailing option. Do not enter an email address for delivery. (see mailing address below)

E-Script Safe:

Many schools offer eScrip-Safe Network through their school website. You must choose Etools4Education WCACP as the recipient. If they request an email address, you can enter wbrasher@etools4education.com. eScrip-Safe is contracted to re-direct any emailed transcripts to our Credential Solutions/e-Scrip Safe account. If they fail to re-direct a transcript, we will not be able to accept the transcript via email. This does not happen often.

If you cannot find your school listed on the above 3 options, you will need to have an official transcript mailed using the instructions below.

Mailing Instructions: Official transcripts must arrive in a sealed envelope from the school. The print date must be less than 2 years old. If you have an unopened transcript at home, you can forward to us. It must remain sealed and be less than 2 years old.

Etools4Education / WCACP
18445 Highway 105 West, Suite 102, PMB 265
Montgomery, Texas 77356

ADDITIONAL TRANSCRIPTS NEEDED

The state requires we document all college coursework including classes, dates, grades, and GPA calculations. If you attended any schools prior to your bachelor's degree or graduate school, we will need copies of those transcripts. They do not need to be official and can be emailed to wbrasher@etools4education.com, FAX to 832-575-5000, or mailed to the mailing address listed above.