

How to Request Your Transcripts

Most schools send transcripts through Parchment or the National Student Clearinghouse.

OFFICIAL ONLY

Transcripts must be sent directly to Point University from your high school, college, or university.

A transcript is only considered **official** when Point receives it directly from the issuing institution. Copies sent, forwarded, or uploaded by students are considered **unofficial**.

An admission decision can only be made once official transcripts are on file.

Courses still in progress? We'll need your final transcript.

- **High school students:** You can't start classes until your final transcript is on file. **The final transcript must list your graduation date.**
- **College transfers:** Once your courses are complete, have your school send a **final transcript**. Then notify the Registrar's Office (Point.Registrar@point.edu) so any additional transfer credit can be evaluated.

1 Find out how your school sends transcripts

High school: Reach out to your **school counselor** or check your school's counseling webpage.

College or university: Visit the **Registrar's Office** webpage, or search "[school name] transcript request."

2 Place your order using your school's service

Parchment

- 1 Go to **parchment.com** (or your school's portal link) and create a free **Learner account**.
- 2 Search for your school and select **Order**.
- 3 Choose **Point University** as the destination.
- 4 Sign the consent form, pay any fee, and submit.

Help: Parchment Learner Help Center (parchment.com)

National Student Clearinghouse

- 1 Go to **studentclearinghouse.org** and select **Order a Transcript**.
- 2 Select your school; enter your student ID or SSN.
- 3 Choose electronic delivery to **Point University**.
- 4 Sign the consent form, pay any fee, and submit.

Help: 703-742-4200 | transcripts@studentclearinghouse.org



School doesn't use either? Contact your college's **Registrar** or your **high school counselor** and ask them to send your official transcript **directly to Point** using the information below.

3 Send it to Point University

Electronic (fastest)

AdmissionDocuments@point.edu

By mail

Point University Admission Office
817 3rd Avenue
West Point, GA 31833

Please note: Transcripts must come **directly from your high school or college** to be considered official or final. Transcripts sent by students are considered unofficial.