

## Ordering transcripts FOR the Common Application: Electronic OR by Mail:

To send Transcripts *Electronically*:

- “My Application”
- “Academic History”
- “Colleges Attended”
- “Order”
- “National Student Clearinghouse” AND “Option 1: Order an Electronic Transcript”
- Your CAS Transcript ID number will be in “Step 3”
- “Visit National Student Clearinghouse Now”
- “Enter the school you want to request your transcript from”
  - Enter Quinsigamond Community College on the line
- “Continue”
- “Order Transcripts”



**Your Transcript ID # is not the same number as the CAS # on your Common Application.**

**Transcript Matching Form**

Print a copy of this form and take to the registrar at the university. More instructions can be found at this URL: [www.commonapp.org/transcripts](http://www.commonapp.org/transcripts)

CAS ID: 5373362757

Applicant's Name: Fullerton Beth  
Last Name First Name



To send Transcripts *by Mail*:

- “My Application”
- “Academic History”
- “Colleges Attended”
- “Order”
- “Colleges Attended”
- “Order”
- “National Student Clearinghouse” AND “Option 2: Order a Mailed Paper Transcript”
- Download the “Transcript Matching Form”
- Your CAS Transcript ID number will be under the bar code
- Give this to the QCC registrar to attach it to your official transcripts.
- “Continue”
- “Order Transcripts”

1 Enter Personal Information — 2 Select Transcript and Delivery Details — 3 Confirm Order and Checkout

Select Transcript and Delivery Details

Recipient All fields required, unless otherwise indicated

According to the Family Educational Rights and Privacy Act (FERPA), in certain instances, schools must obtain the student's permission in order to release information from his or her educational records. The type of consent form that is required is determined by recipient type.

Who are you sending your transcript to?  
Education Organization, Application Service and Scholarships

Choose "Education Organization, Application Service and Scholarships"

Select Organization  
Common App for Transfer

Choose "Common App for Transfer"

Enter CAS Transcript ID  
2120131757-3857019-X

Use CAS Transcript ID number

CANCEL ORDER CONTINUE >

Recipient: COMMON APP FOR TRANSFER

Processing Details All fields required, unless otherwise indicated

Which transcript do you want sent?  
Current transcript

Current Transcript—Process As Is

*(Use this option when ordering for current semester BEFORE degree is awarded/grades are posted. Use this option to send in transcripts by application deadline.)*

After Degree Is Awarded

*(GRADUATING? Use this option when ordering FINAL transcript.)*

After Grades Are Posted

*(Transferring BEFORE graduating? Use this option when ordering FINAL transcript.)*

Delivery Information

How do you want your transcript sent?  
Electronic

How many copies do you want?  
1 copy = \$5.00

Enter other required instructions only

Transcript Quantity Fee	\$5.00
Online Processing Fee	\$2.25
<b>Total Fee for this Recipient</b>	<b>\$7.25</b>

< PREVIOUS CANCEL ORDER CONTINUE