Sending Transcripts

1. Only send transcripts after you have submitted your application.
2. If you are applying through the Common Application *or* if the college uses SENDedu, you will not need to use SCOIR to send transcripts.
3. For all other college transcripts, follow the instructions below to send them through SCOIR
   - Log in to scoir.com
   - Click 'My Colleges' on the top of the page
   - Click add college to the far right under the Applied column

Click **Add a College** to search for your school here!
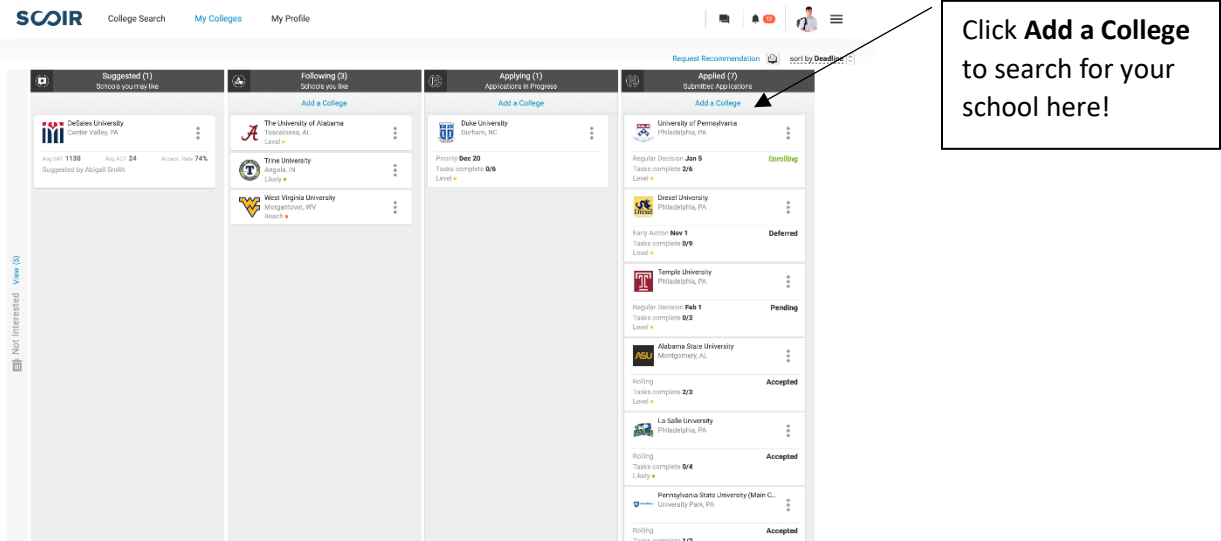
   - Search your college or university by name
   - Click on the college name to submit a transcript request
   - Click the type of admissions you wish to apply (regular decision)

   - Click the method you applied (example: college website)
   - Click the save button
   - Repeat for each college
   - Scoir sends the guidance office an email notification to send the transcripts to the college

Note: you do not need your application/common ID or indicate your major to submit request. You can leave the application ID blank and the major as undecided.