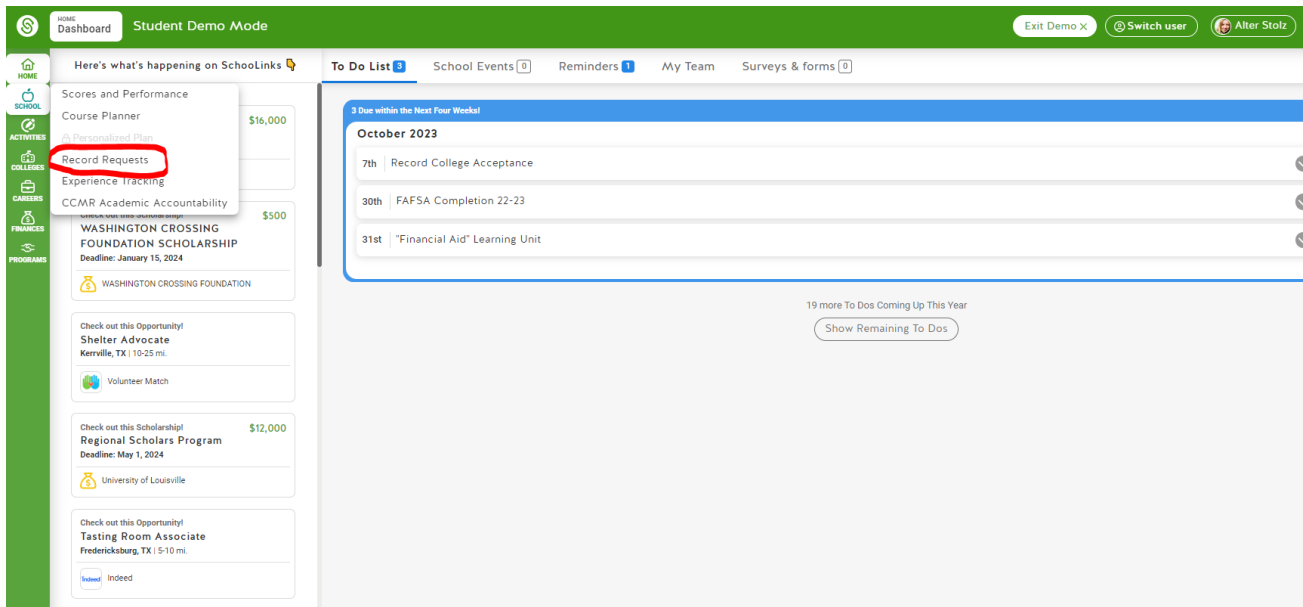


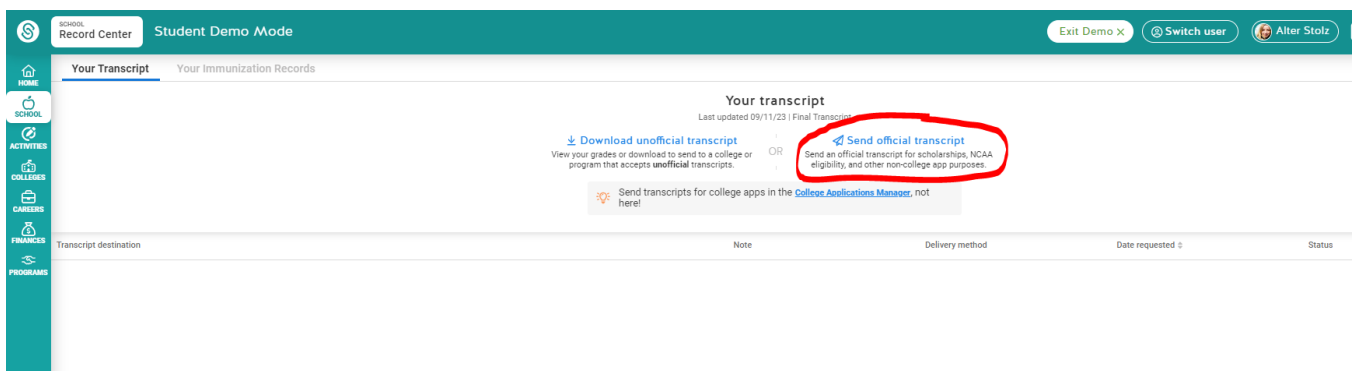
How to Get an **OFFICIAL** Transcript: **MAILED** for Scholarships/NCAA/Other Non-College App Purposes

Read over your scholarship application's instructions carefully. If they are requesting an **OFFICIAL** transcript **to be mailed** from the school to the scholarship organization, then follow these instructions:

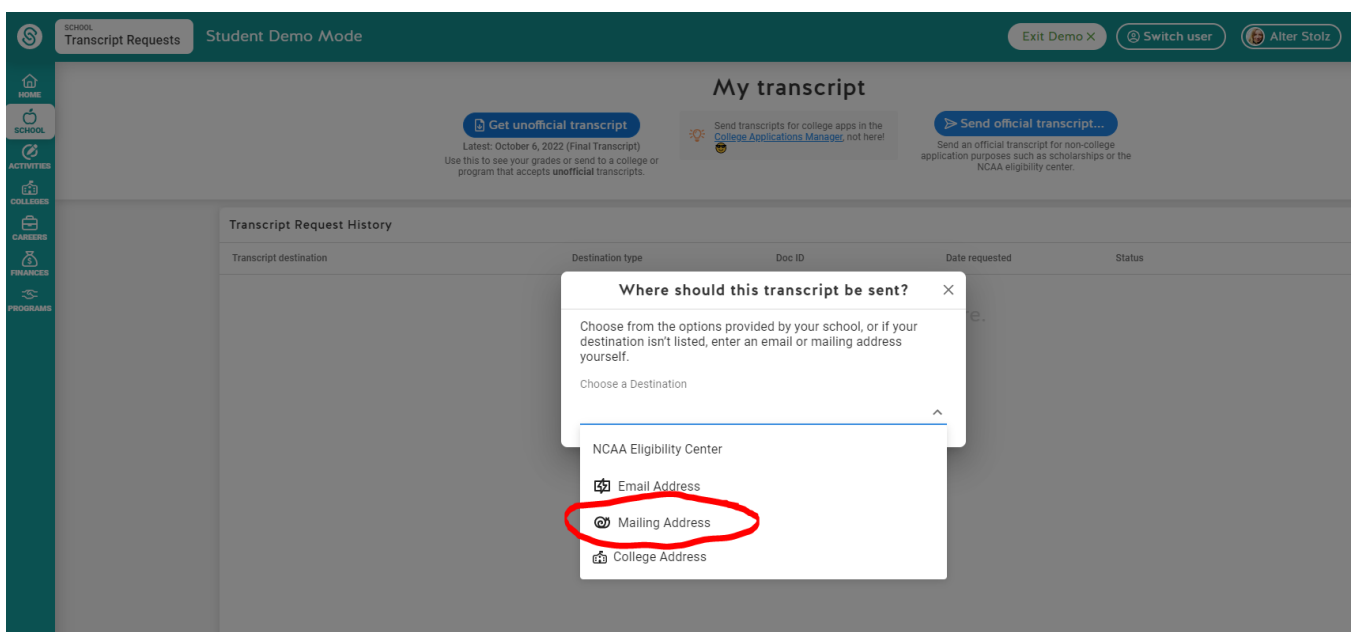
1. Log into your **Schoolinks** account via Clever.
2. From your **Dashboard**, click on the **School tab**, and select **“Record Requests”** from the dropdown menu:



3. Click on the blue **“Send Official Transcript”** button:



4. From the dropdown menu, click on the **“Mailing Address”** option:



5. Fill out the *Organization Name*, *Receiver Name*, and complete address information:

Where should this transcript be sent?

Choose from the options provided by your school, or if your destination isn't listed, enter an email or mailing address yourself.

Choose a Destination

Mailing Address

Organization Name

Receiver Name

Address Line 1

Address Line 2

City Zip/Postal Code

State Country

Cancel USPS Validate

6. Once you've completed all of the information fields and double-checked the receiver's mailing address, click the **"USPS Validate"** button:

Where should this transcript be sent?

Choose from the options provided by your school, or if your destination isn't listed, enter an email or mailing address yourself.

Choose a Destination

Mailing Address

Organization Name
USA Scholarship Organization

Receiver Name
Mr. John Doe

Address Line 1
234 Friendship Lane

Address Line 2

City Zip/Postal Code
Fredericksburg 78624

State Country
Texas United States

Cancel USPS Validate

7. Click on the address that best matches the address indicated on your scholarship application instructions (either the USPS suggestion or your original address), and click on the blue **"Create Request"** button:

Where should this transcript be sent?

Choose from the options provided by your school, or if your destination isn't listed, enter an email or mailing address yourself.

Choose a Destination

Mailing Address

USPS Suggestion
MR. JOHN DOE, USA SCHOLARSHIP ORGANIZATION
234 FRIENDSHIP LN
FREDERICKSBURG, TX 78624
US

Original
MR. JOHN DOE, USA Scholarship Organization
234 Friendship Lane
Fredericksburg, TX 78624
US

Cancel Create Request