

Request Transcripts

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In order to request transcripts, the following steps must be completed first:


- A student must have universities on their Applying List
- If the **application type** is set to Common App, and the school is using the Common App integration with MaiaLearning:
 - Students must link their Common App account with MaiaLearning (see [Link student's Common App accounts to MaiaLearning \(https://support.maialearning.com/en/support/solutions/articles/44002017906\)](https://support.maialearning.com/en/support/solutions/articles/44002017906))
 - The university must also be added to the student's **My Colleges** list in Common App

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Request Transcripts Individually

Once those steps are completed, students or counselors can go to **Universities > Applying List** and check "**Request Transcript**" on each university card. This indicates that the counselor can begin sending documents to the university.

 **Boston College**
Chestnut Hill, MA

Application Type	Common App	▼
Term	September 2021	▼
Application Round	1	▼
Application Plan	Regular Admission	▼
Deadline	Jan 01, 2021	▼
Program	Biology	✎
Internal Deadline	Select	▼
Teacher Evaluations	2	
Counselor Recommendation	Optional	
Request Transcript	<input checked="" type="checkbox"/>	
Application Status	Set Status	▼

Check All Request Transcripts On/Off

Students or counselors can also enable "**Request Transcripts**" to request transcripts for all universities on the Applying list at once.

Request Transcripts NCAA Transcript Refresh Common App

Request Transcript for NCAA Eligibility Center

Request Transcripts NCAA Transcript Refresh Common App