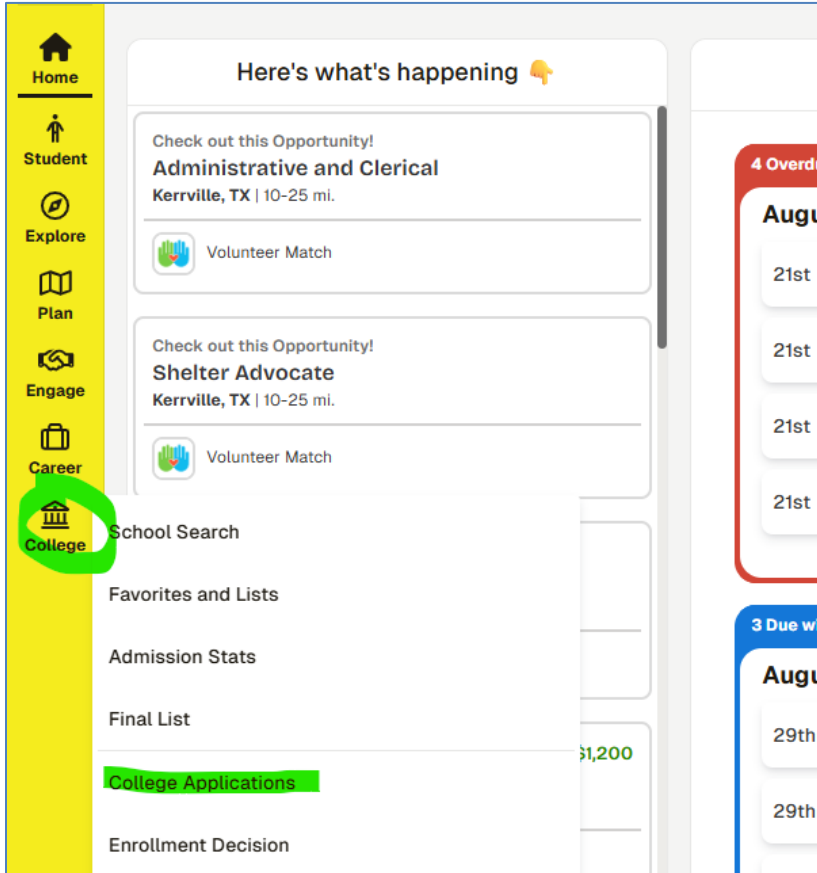


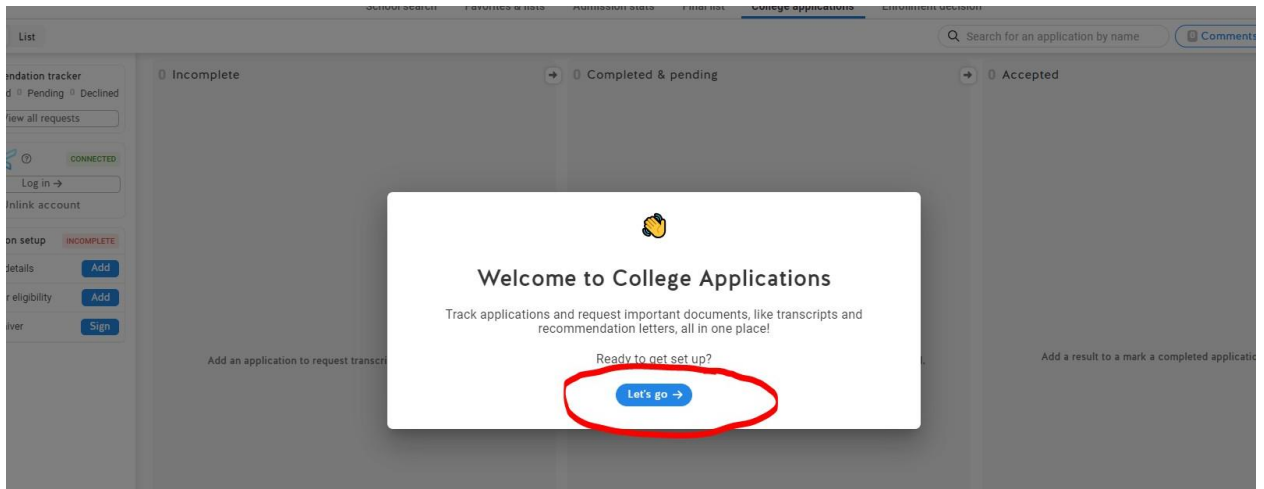
How to Get an **OFFICIAL** Transcript for Your College Application

In order to get an official transcript for your college applications, you'll need to log your application into the College Application Manager in Schoolinks:

1. Log into your **Schoolinks** account via Clever.
2. From your **Dashboard**, click on the **College tab**, and select "**College Applications**" from the dropdown menu:



3. Click on the blue "**Let's Go**" button to begin the process (if you've already completed the setup, then skip to step 7):



4. Complete the Schoolinks College Application setup. Fill in the fields for your birthday, email and home address. Use the email address that you are using on your college applications—we recommend that you use a personal email, not your school email. Then click "**Next**":

5. If you qualify for a fee waiver, check the applicable box, or check “None of the above apply.” Then click **“Next”**:
6. Read the information about FERPA and why you need to waive your FERPA rights so that we can send the college to which you’re applying information about you, such as your transcript and recommendation letters. Then click “I have fully read and understood the FERPA Release Authorization explanation...”. Select the “I waive my right....” button, and complete the rest of the required information. Then click the **“Finish Application Setup”** button:

✓ PERSONAL DETAILS

✓ FEE WAIVER ELIGIBILITY

FERPA WAIVER

Complete the FERPA waiver

You might be asking yourself “What’s FERPA?” Don’t worry, you’re not alone! Here’s what you need to know:

How does FERPA relate to your college application?

- FERPA gives you the right to review letters of recommendation if you are enrolled in college that saves the recommendations, OR you are 18 or older.

To waive or not to waive?

- Waiving your right lets colleges know that you don’t intend to read your recommendations, which helps reassure colleges that the letters are candid and truthful.
- If you choose not to waive your right, some recommenders may decline to write a letter for you, and some colleges may disregard letters submitted on your behalf.

Still unsure how to respond?

- That is OK. Many students are. Before you move on, take a moment to discuss your decision with your counselor, another school official, or your parent/legal guardian. You can also read our [FERPA Help Article](#).

☒ I have fully read and understood the FERPA Release Authorization explanation above.

Select one:

☒ I waive my right to review all recommendations and supporting documents submitted by me or on my behalf.

☐ I DO NOT waive my right to review all recommendations and supporting documents submitted by me or on my behalf.

Your Signature

Type your name to sign electronically

☐ I understand that my waiver or no waiver selection above pertains to all colleges to which I apply and that my selections on here cannot change after submitting this form.

Sign Waiver

7. Click on the blue **“Add Application”** button from the College Application Manager:

Search for an application by name

Comments

+ Add application

Add application

Select a college to add:

Q Texas A&M

X

Texas A & M University-Kingsville

Texas A & M University-Corpus Christi

Texas A & M University-College Station

East Texas A&M University

Choose application status:

In progress

Completed & pending

Accepted

Denied

Waitlisted

Deferred

Withdrawn

Cancel

Add application

8. Select the method by which you are applying (Common App, ApplyTexas, etc), and any other fields of information. Check the applicable requirements buttons, and then click **“Save Application”**:

Texas A & M University-College Station >

Admissions | Application Info | Financial Aid

Application status: In Progress

We've added the application method, application type and document destination available for this college. If you can't find the option you're looking for, let us know in the chat.

Application Method

Student requirements

Select any of the following that apply to this application. You can always add or remove from the student checklist later if you change your mind.

Financial aid

☒ Applying for Financial Aid?

☐ Applying for Financial Aid? Is FAFSA submission required?

Scores and performance

☒ I will be submitting test scores along with my application to this institution. Optional

☒ I will be submitting a Self-Reported Academic Record (SRAR) along with my application to this institution. Required

SchoolLinks does not submit any test scores or reports on a student's behalf.

Save Application

9. From this next screen you can see the details of your log entry for this application. On the right-hand side, in the Counselor Documents section, you can see that a transcript request for this application has been added:

In Progress

0

Comments

Type

Rolling

VALUATIONS

does not accept teacher evaluations.

COUNSELOR DOCUMENTS

All required documents are determined by Common App and automatically requested from counselors. Students must contact their counselor to request inclusion of optional documents.

+

Request Counselor Document