# 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:
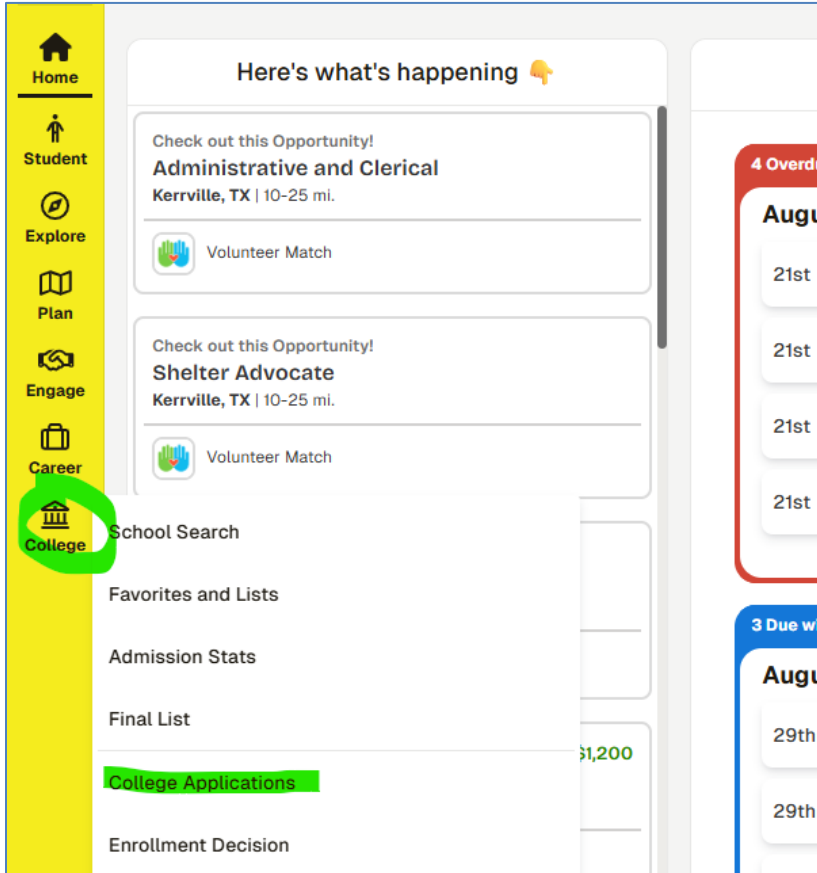
3. Click on the blue **"Let's Go"** button to begin the process (if you've already completed the setup, then skip to step 7):
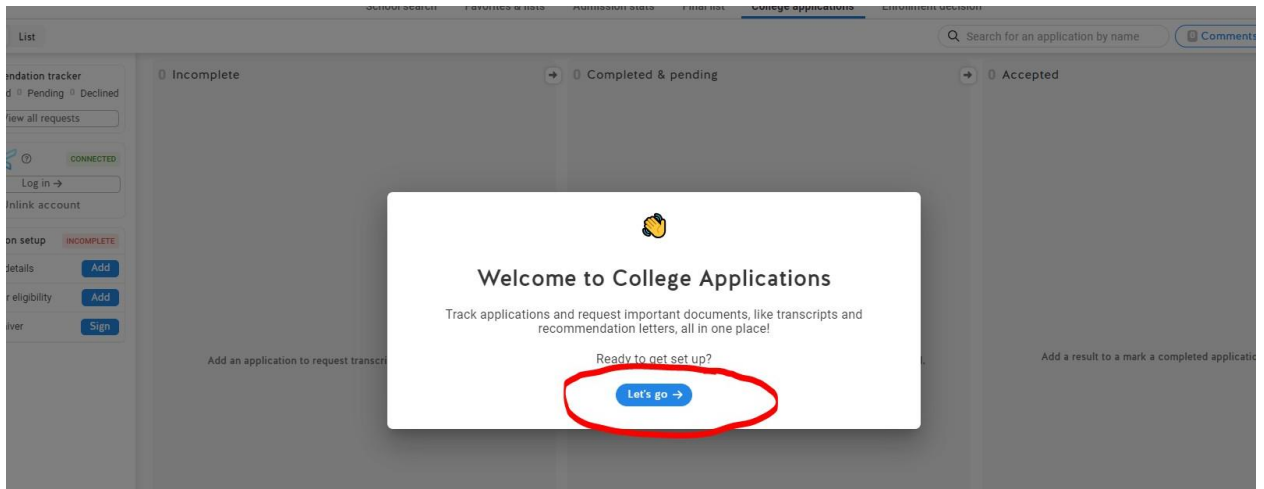
4. Complete the Schoolinks College Application setup. Fill in the fields for your birthday, email and home address. Use the email address that you are using on your college applications—we recommend that you use a personal email, not your school email. Then click **"Next"**:

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:

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

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

common app | ★ApplyTexas

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

💡 SchooLinks 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