EDWARD WATERS COLLEGE

Transcript Request Directions

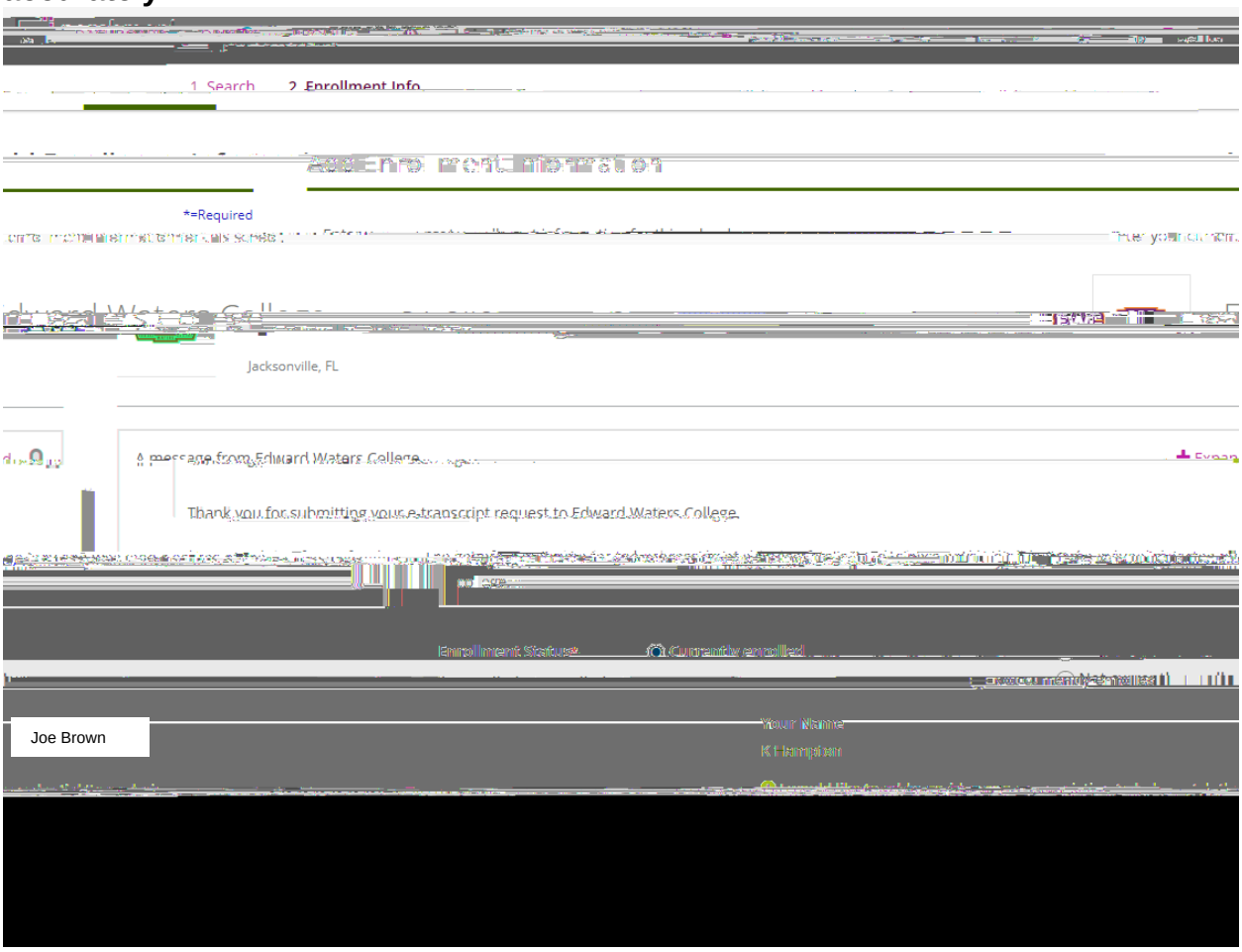
Once you have created an account, click on the plus sign to add the organization (Edward Waters College).

(QWHU WKH FROOHJH¶V QDPH (GZDUGV Search, and then select COLLEGE V **Add**.

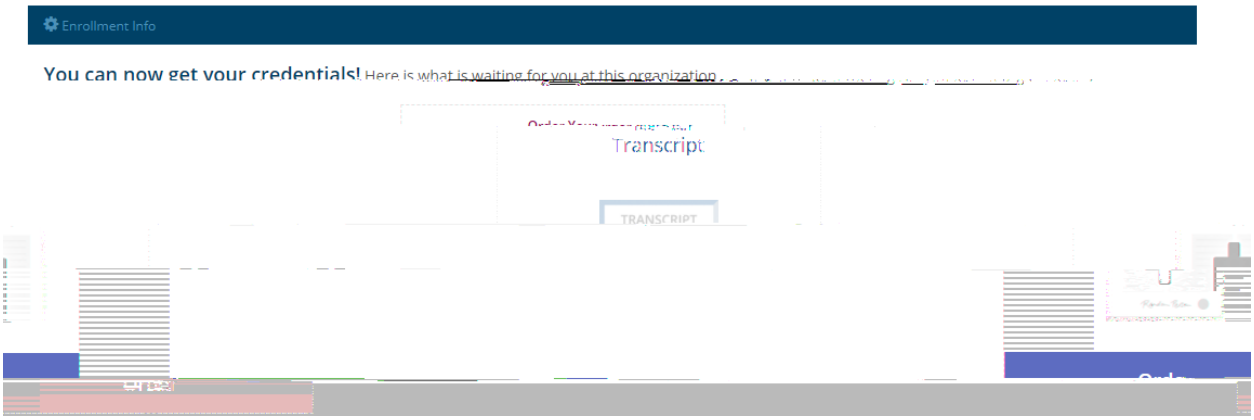
EDWARD WATERS COLLEGE

Transcript Request Directions

In the Add Enrollment Information section you will need fill out the information accurately.



Select **Order**.

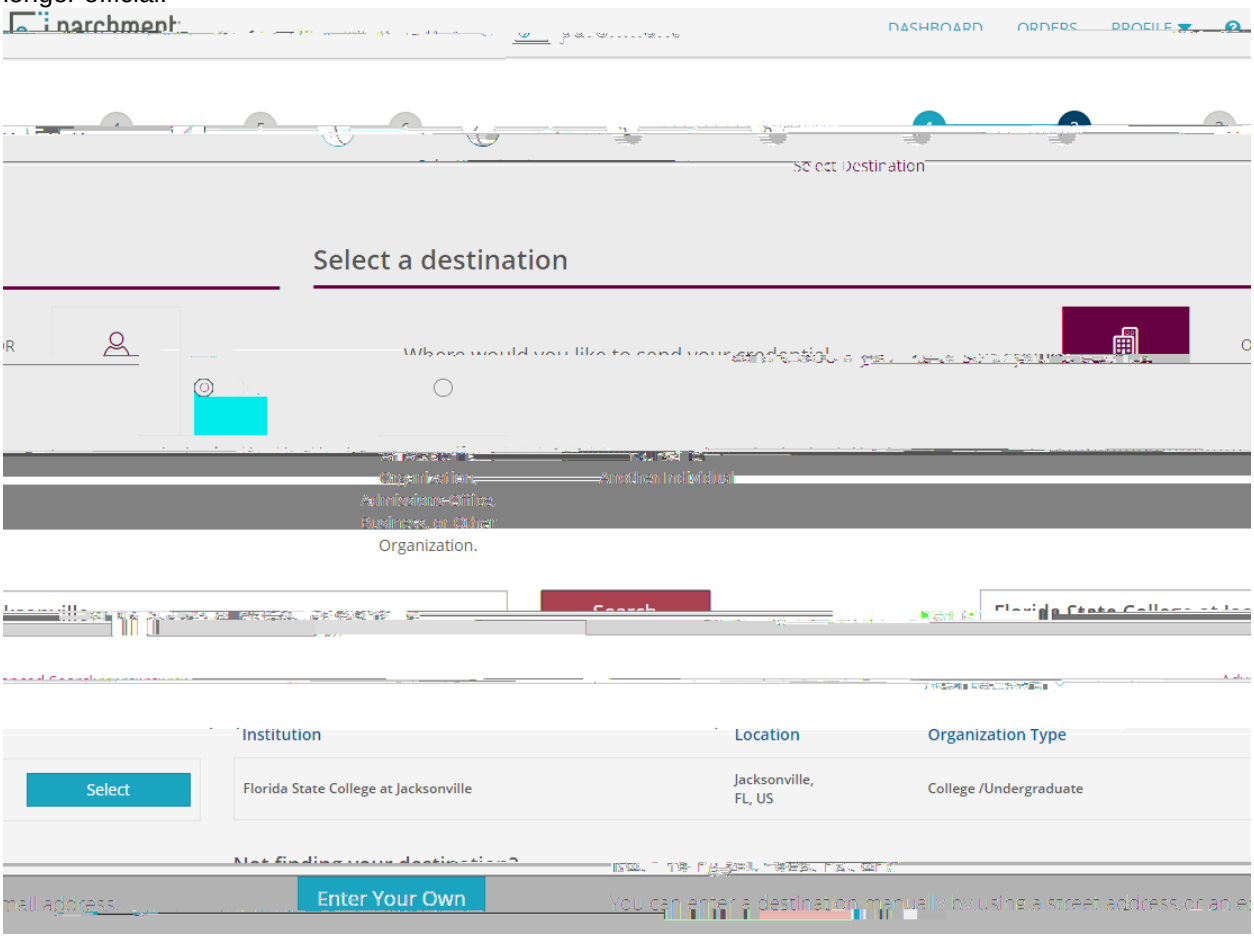


EDWARD WATERS COLLEGE

Transcript Request Directions

Enter the destination you would like your transcripts sent to and then select Search and then click Select if the appropriate school has appeared OR select yourself and enter your mailing address.

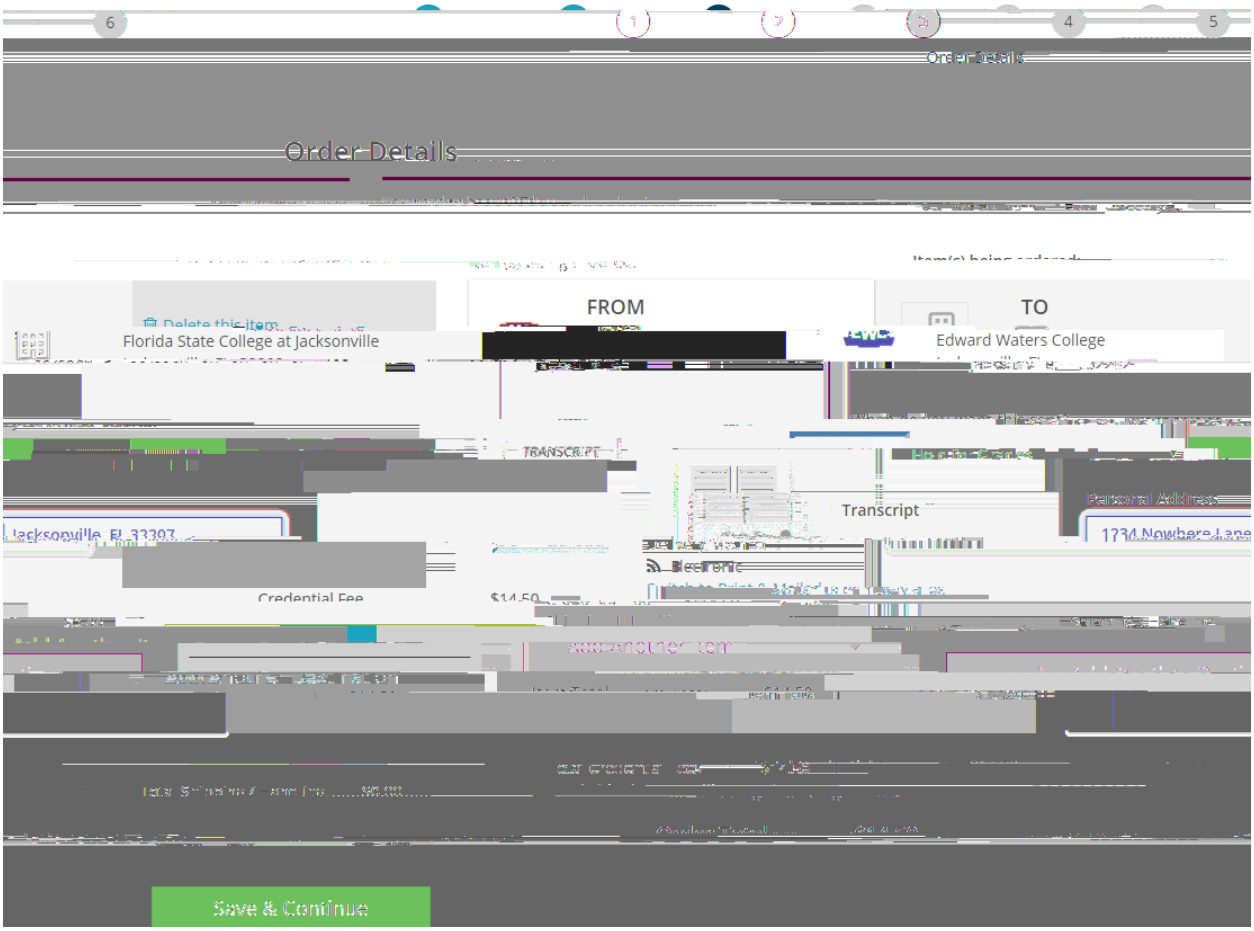
Reminder: Official transcripts are only official if they are not opened. If you are ordering transcripts to provide to a college, institution, or employer, the envelope must remain sealed. If you open it, it is no longer official.



EDWARD WATERS COLLEGE

Transcript Request Directions

Complete the Order Details by entering when you want transcripts sent and add your personal mailing address. Once complete, select Save and Continue.



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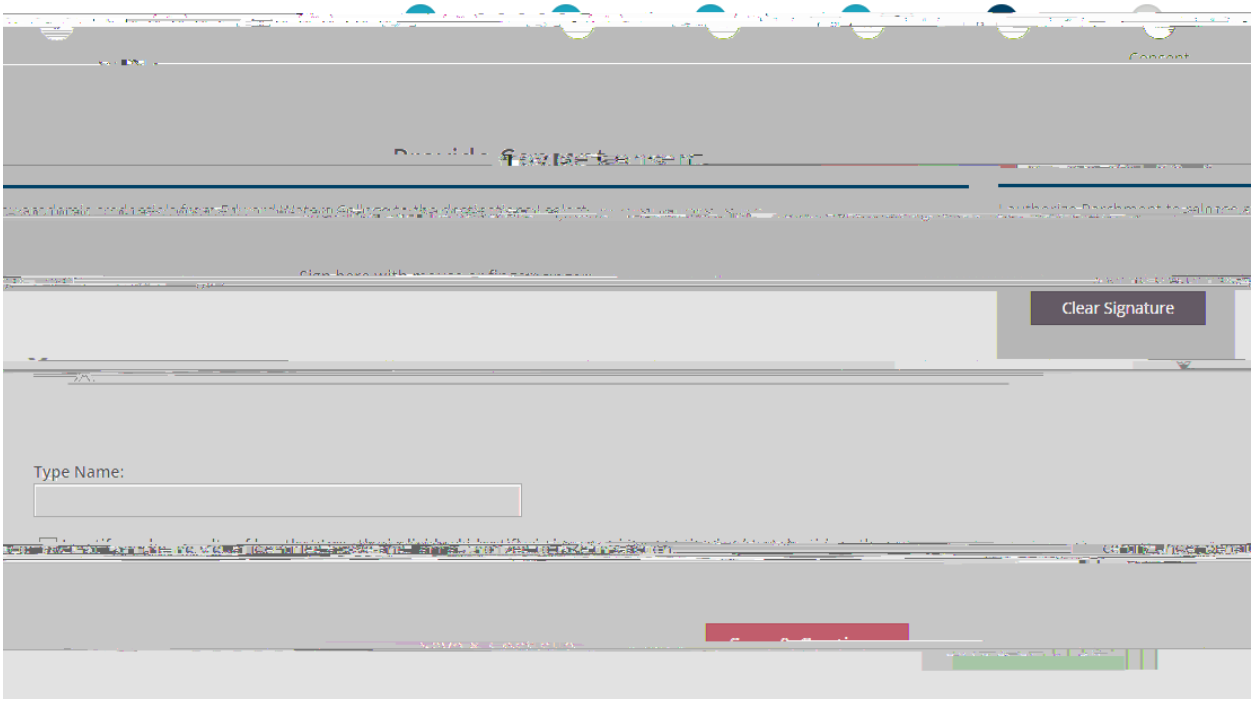
Transcript Request Directions

Electronically sign using the request, type your name, read the statement and check the box, and then select Save & Continue.



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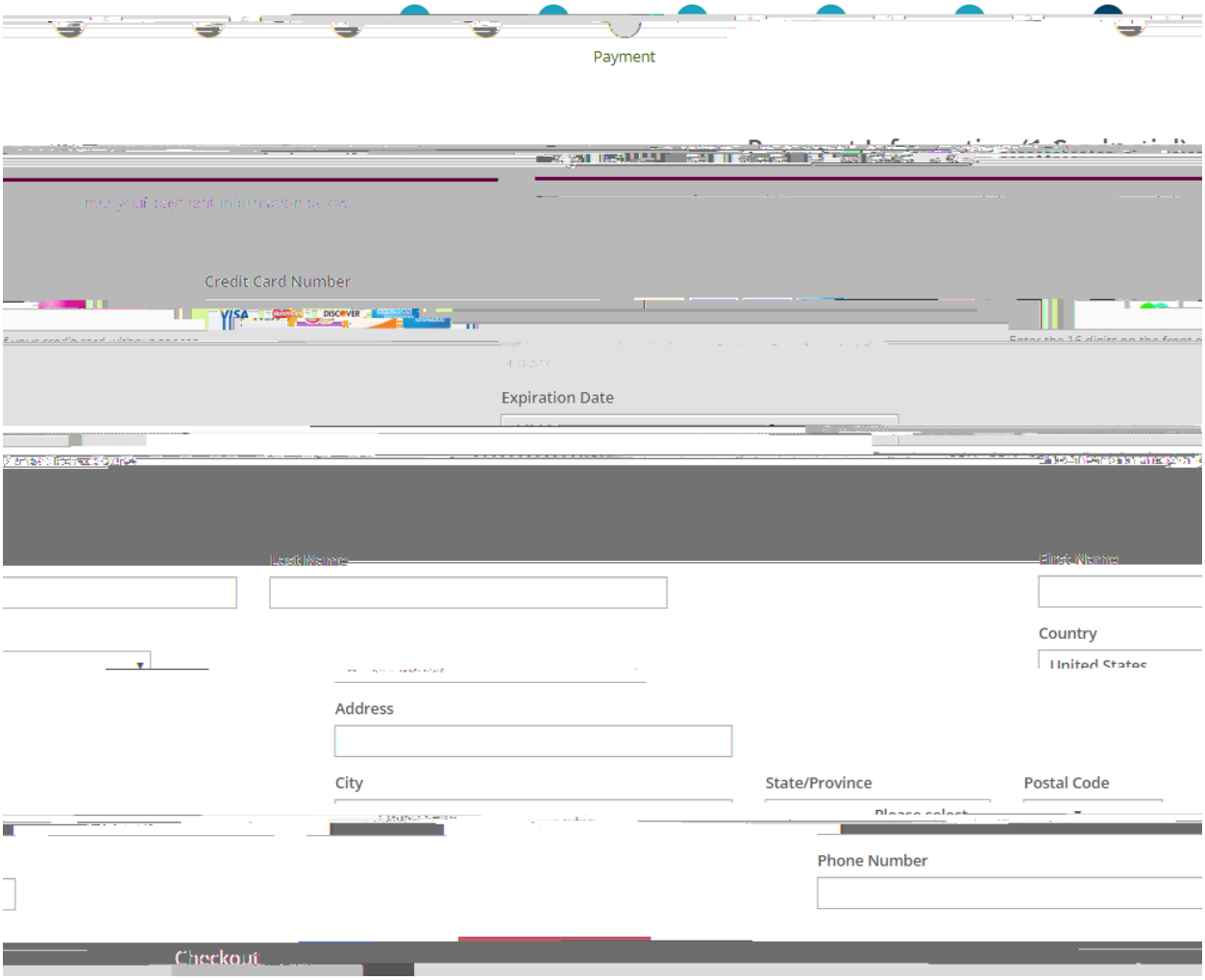
Transcript Request Directions

Enter payment information and then select Checkout to finalize the transcript request.