

# FINAL TRANSCRIPTS

If we do not receive your final high school and college transcripts, you will have a hold and will not be able to register for classes! Please request these as soon as you graduate!

## ***Final High School Transcript***

You may request that your high school send your final transcript either electronically or by mail to:

Tarleton State University  
Undergraduate Admissions  
Box T-0030  
Stephenville, TX 76402

All official transcripts will need to have a school signature and school seal. Transcripts can be sent by mail in a sealed envelope, or you can send an electronic copy via one of the following programs:

- Parchment/Naviance
- TREX (Texas Only)
- Escript
- Scribbles

## ***Final College Transcript***

In order to receive college credit for dual-credit courses and/or other college/university courses, you must submit an official college/university transcript. We cannot post dual-credit from a high school transcript. Please complete a request at all colleges and/or universities you attended.

The student is responsible for sending official transcripts from every institution they have attended. Most transcripts can be sent electronically from previous institutions, through the following:

- Escript-safe (Credentials Solutions)
- Parchment
- National Clearinghouse

You may need to check with the institution that you are requesting your transcript from to see which option they use.

Please use [transfer@tarleton.edu](mailto:transfer@tarleton.edu) as the receiving email. To mail, please use:

Tarleton State University  
Undergraduate Admissions  
Box T-0030  
Stephenville, TX 76402

## ***AP Scores***

High school graduates must have Official AP scores sent from College Board for evaluation. To obtain your scores, visit the [College Board](#). Please have scores mailed to:

Tarleton State University  
Box T-0030  
Stephenville, TX 76402

## ***CLEP Scores***

If you are a civilian test-taker, find information online about how to obtain [CLEP transcripts](#), or call [800-257-9558](tel:800-257-9558) (8 a.m.-6 p.m., ET, Monday-Friday) if ordering with a credit card (American Express, MasterCard or Visa only).

If you are a military service member or were in the military when you tested, find more information online about [CLEP for Military](#) or call [877-471-9860](tel:877-471-9860) (toll-free) or [651-603-3012](tel:651-603-3012) to order a military transcript.