



TEXAS TECH UNIVERSITY

Undergraduate Admissions

# Memo

**Date:** Tuesday, May 15, 2018

**To:** Counselors, Registrars and/or College and Career Advisors

**From:** Jamie Hansard, Executive Director of Undergraduate Admissions

**Re:** Termination of Parchment Services

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Effective June 30, 2018, the Office of Undergraduate Admissions at Texas Tech University will no longer accept transcripts or other documents transmitted through Parchment, a document transmission service. This decision was made as a result of recent changes in Parchment's business practices. We want to notify you of this change as it will affect any student submitting transcripts after this date.

We're always exploring options for students and school officials to submit documentation as technology continues to evolve. We'll keep you up to date on any changes. The current options available for document transmission to Texas Tech are outlined below.

- 1) **TREx/SPEEDE** – This is our preferred method to receive documents electronically since it is a free service for Texas schools. Documents sent through this method arrive quickly in our system and are automatically added to the student's record resulting in a more efficient experience.
- 2) **In-Person** – Students, parents and counselors may submit documentation to any member of the Undergraduate Admissions team. This includes meeting an admissions counselor or dropping off documents at our main office on campus (West Hall Room 100) or at any of our regional admissions centers. When available, we're prepared to visit your school in person to retrieve documents as needed.
- 3) **Mail** – Transcripts, letters of recommendation and essays may be sent to the following:

Texas Tech University  
Undergraduate Admissions  
Box 45005  
Lubbock, TX 79409

Please remember that an official final high school transcript is required after graduation for any student planning to enroll at Texas Tech University. This official transcript must come directly from the high school, should include a graduation date, and may not be emailed. If you have any questions or concerns, please contact us at 806.742.1480 or by email at [admissions@ttu.edu](mailto:admissions@ttu.edu). Please circulate this memo to the appropriate school personnel as needed.