

1. Know where to request your transcripts

- At most universities, official transcripts are managed by the **Registrar's Office (sometimes called Academic Records or Student Records)**.
- High schools often have their own **Transcript or Records Office**.

2. Choose the correct delivery method

a. Electronic delivery (preferred)

- Many institutions partner with transcript services like **Parchment, National Student Clearinghouse, SPEEDE, MyCreds, SCOIR, Credentials Solutions, or Docufile**.
- Access their online portal, select TTU (or provide TTU's email - admissions.transcripts@ttu.edu), and request "official college transcript."
- This is secure, fast (usually within hours/days), and avoids postal delays.

b. Mail or in-person delivery

- If e-delivery isn't available, transcripts must be **mailed directly** in a **sealed envelope stamped/signed by the Registrar, or hand-delivered sealed**.
- **Do not** open or forward transcripts yourself—they won't be accepted as official.

3. Provide correct recipient info

- Request it be sent to:

csharp

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TTU Online Admissions

Office of Admissions – Registrar

Texas Tech University

Box 45005, Lubbock, TX 79409



- If ordering electronically, double-check the **recipient name and email portal**.

4. Timing considerations

- **Allow processing time**—most online/e-transcripts arrive in 1–3 days, paper mail in 1–2 weeks.
- For in-progress semester grades, select a **“Hold for grades/final degree”** option if available (“Hold for Grades” is standard) before ordering .

5. Cover common issues

Issue	Tip
Lost/unfamiliar portal credentials	The Registrar or IT/Service Desk at your previous school can help you recover login info .
Institution doesn't support e-transcripts	Use mail/in-person sealed option instead. Confirm processing time.
Fees owed or hold on student account	Check with your Registrar's office to ensure transcripts are released .
International transcripts	Order in original language + certified English translation . Send directly from your previous school or through a recognized authenticated channel .

6. After ordering

- **Check your transcript order portal** (e.g. Parchment, NSC) for status updates.
- **Email us the confirmation receipt** or tracking number if possible.
- Once TTU receives your transcripts, your admission will be processed promptly.



Sample Follow-up Actions

- **Action 1:** Log into your previous school's student portal (e.g., Parchment, Registrar's portal) → request official transcript → choose "hold for grades" if needed → select TTU as destination.
- **Action 2:** If e-delivery isn't available, email or call your Registrar's Office and ask for a sealed official transcript sent directly to TTU (via mail/email).
- **Action 3:** Follow up with the TTU Admissions office by providing the confirmation receipt or tracking number.

Why this matters:

Only **official** transcripts (directly from the institution, sealed and signed or sent via secure channels) are accepted. Receiving them allows us to **complete your admission file** and finalize your enrollment.

If you're unsure about the process at your previous school — whether it's via **Registrar's office, Records office, or online transcript services** — we're here to help!

