

Video Text Descriptions for Transfer Students: How to Send Your Transcripts to WSU

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Introduction Slide

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- Transfer Students: How to Send Your Transcripts to WSU
- You can submit transcripts electronically or you can submit transcripts by mail.

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Slide Two

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- You're considered a WSU transfer student if you've attended college after graduating from high school.
- Butch loves transfer students!

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Slide Three

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- **Official Transcripts**
 - Official Transcripts are sent directly to WSU via mail or electronically from a university or a third party like Parchment, e-ScriptSafe, or National Student Clearinghouse.
If official transcripts are sent directly to you and you open them, they are now considered unofficial transcripts.
- **Unofficial Transcripts**
 - Unofficial transcripts typically do not have a registrar's signature. They often do not require a fee to have it viewed or sent to the recipient of your choice.
 - Unofficial transcripts can be used to make an admissions decision; however, you will need to provide your official transcripts during your first semester at WSU.
 - If you have less than 27 semester credits or 40 quarter credits, WSU will **ALSO** require your official high school transcript.

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Slide Four

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Electronically

- Type into an internet search engine: “[The] Name of the institution you attended] order official transcripts”
- WSU accepts transcripts via companies like Parchment, e-ScriptSafe, or National Student Clearinghouse.
- Please allow several business days for WSU to update your student file. You will be notified by email when your transcript has been received.

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Slide Five

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Simulation of searching within a browser search engine begins: On a Google search web page, the user types into the search bar ‘Clark College unofficial transcripts’, then selects the Search button. A new webpage loads. The first search link shown is for Clark College titled ‘Transcripts and Grades’. The ‘Transcripts and Grades’ link is selected. Then Clark College’s order transcript website loads. After it loaded, the user selects on the, ‘Order a Transcript Now’ button. By selecting the ‘Order a Transcript Now’ button, a new web page loads. The new web page shows Parchment.com, which is a third-party transcript company that students can use to order their official transcripts electronically.

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Slide Six

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By Mail

- Send transcripts by mail to this address: Washington State University Office of Admissions P.O. Box 641067 Pullman, WA 99164-1067
- Please allow several business weeks for WSU to update your student file. Contact your admissions counselor if you have questions.

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Slide Seven

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- **Transfer Student Resources**
 - Virtual Transfer Center Appointments

- Transferring to WSU Virtual Presentation
- WSU Transfer Application Workshop

- **To learn more, check out these links**
 - <https://futurecoug.wsu.edu/portal/transfer>
 - <https://admission.wsu.edu/apply/application-process/transcripts/>

- **Do you have a question?**
 - You can email: Future.Coug@wsu.edu
 - or you can contact your admissions counselor at REP.WSU.EDU

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