

Final Transcript Request through Transeo

Students need to take the first step in requesting their final transcript from the “College List” in Transeo.

You need to know if you applied through the Common App or directly to the college/university.
Very Important!

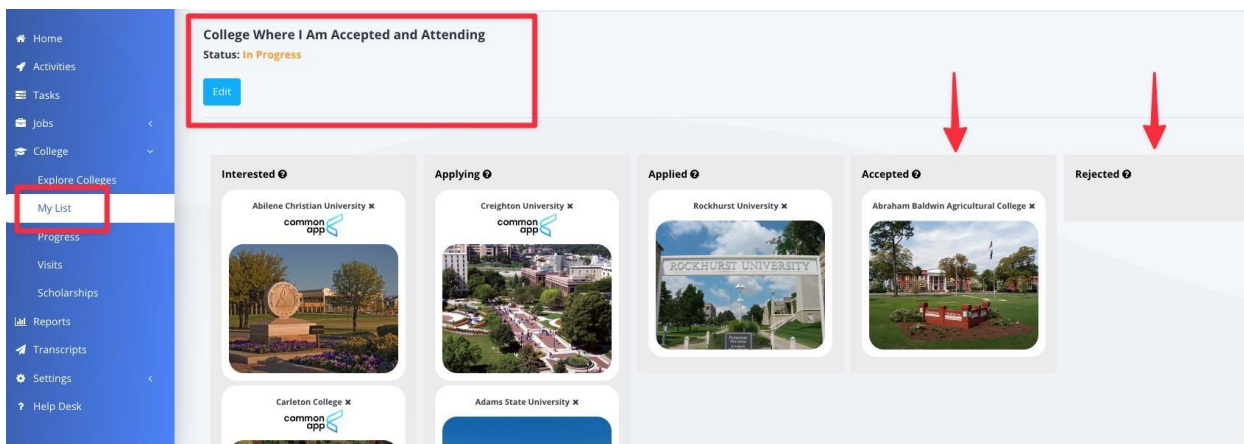
Instructions for Students:

Non-Common App Schools

1. Make sure your college card located in “My List” is in the applied column
 - a. Your card cannot be in the “accepted” column at this time
 - b. If you selected a college under “college where I am accepted and attending”, you will need to first “reset” that decision
2. Go to “College” and then “Progress” in the Navigation bar
3. Find your college
4. Select “Manage”
5. Select “Final Transcript” and click “Make a Request”
6. Follow steps 1 – 6 below to complete the process.

Common App Schools

1. Go to “My List” in Transeo under “College”
2. Move your college “cards” into the correct columns, *Accepted* or *Rejected*
3. Find “*College Where I am Accepted and Attending Status*” located at the top of the page
4. Click the Edit button
5. Choose the college you will be attending
6. Click “Save”
7. If you applied through Common App, now, your counselor will know where to send your final transcript. This is automatic, no need to send a separate request!



Abilene Christian University

Status: **Submitted** 🏆
Deadline: Apr 19th, 2023
Selectivity: Moderately Difficult

Requirement	Complete
1. Add Deadline	Added
2. Application Forms	Verified
3. Test Scores	Verified
4. Document Bundle	Sent
5. Additional Documents	Manage

Add any notes about this college you want to track.

Save Notes

Additional Document Requests

Make a request:

Make Request

✓ Initial Transcript

~~Mid-Year Transcript~~

Final Transcript

Current requests:

Request Date	Type	Status
4/19/2023	End of Year	Submitted to Admin

Close



CLASS OF 2023

