

ORDER TRANSCRIPTS TODAY!

PARCHMENT

As soon as we upload your transcripts into our system you will receive a confirmation.

1

Go to: Parchment
[Click Here for Parchment.](#)
Select the school you would like to request transcripts from.

2

Select "I'm sending to myself or another individual". Then select "I am sending to another individual"

3

Fill out recipient info:
240 Certification
transcripts@240certification.com
Retype the transcript email

★

If your school only offers mailing, please input our address:
3122 Nealy Way
Ste. 211-B,
Longview, TX 75605

4

Select "Continue" and complete the rest of the forms as needed for payment.

★

In order to be considered an official document per TEA and program requirements, transcripts must be sent directly from your college/university or foreign evaluation service

The preferred method by most colleges for transcript orders is using Parchment. Over 60% of users are able to order their transcript using Parchment, but if you are unable to locate your school then please try using the National Student Clearinghouse.

ORDER TRANSCRIPTS TODAY!

NATIONAL STUDENT CLEARINGHOUSE



1

Go to: National Student ClearingHouse
[Click Here for National Student ClearingHouse.](#)
Select the school you would like to request transcripts from.

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Click "**Order Transcripts**" and fill out your information

3

Fill out the delivery destination as:
240 Certification
transcripts@240certification.com



If your school only offers mailing, please input our address:
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Select "**Continue**" and complete the rest of the forms as needed for payment.

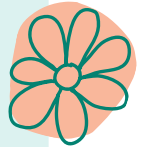
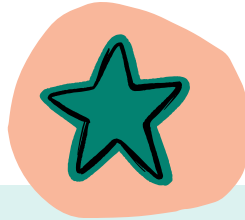


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**As soon as we upload your transcripts into our system, you will receive a confirmation.*

If you are unable to locate your college on either of these sites, visit your college's website for more information on how to request a transcript.

ORDER FOREIGN EVALUATION TODAY!



We highly recommend you go to

The Evaluation Company

(SpanTran) and order a course-by-course analysis. Follow the instructions given on the website.

Please have your evaluation sent to transcripts@240certification.com.

💰 P.S. YOU WILL RECEIVE A DISCOUNT!

That's
a link!

If you wish to go through another company please ensure that the Foreign evaluation service organizations must be members of either **the Association of International Credential Evaluators, Inc.** or **the National Association of Credential Evaluation Services (NACES).**



Have Questions?



✉ admin@240certification.com

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