



How do I send my transcript to colleges?

2 easy ways!
Are you applying
direct or through
CommonApp?

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Option 1:
Direct Applicants
use Xello to send
your transcript

- Go to Xello → College Planning → Create new application
- Locate your college from the drop-down menu or type it in
- Select application method (Direct)
- Select admission type (Rolling, Early, Regular)
- Click request and you're done!

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Option 2:
Apply through
CommonApp

- If you are applying via CommonApp, add your counselor to your application and they will send your transcript for you.
- You do NOT need to submit a transcript request in Xello.