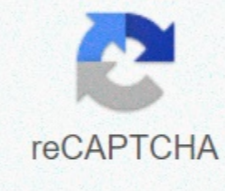




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We cannot send or fax unofficial transcripts or send transcripts to third parties Sending transcripts to TCC Degree-Seeking students must provide official transcripts within the first nine hours of enrollment from each school they attended (financial assistance will require all transcripts in the file before granting assistance). Recent high school graduates and transfer students with less than seven hours of credit transfer work must send an official high school record or high school equivalency exam results. Send transcripts by mail or electronically via a third-party provider (see the electronic transcription policy below for details). Mail to: Records & Student Completion Services, Tulsa Community College, 909 S. Boston Ave., Tulsa, OK 74119 Official Transcripts - U.S. Institutions Official college transcripts are typically printed on security sensitive paper and contain the university seal and signature of the University Registrar. High school transcripts include the final graduation date, the final GPA, the school seal, and a stamp signed by a designated school official. Official transcripts - International institutions (from 1 October 2019) Official enrolments of universities from international institutions: They must be evaluated and translated, where appropriate, by an external organisation that is a member of the National Association of Credential Assessment Services (NACES). World Evaluation Services (WES) is preferred. The Credential Assessment Service is required to determine the equivalence of U.S. states. All international mandates must be recognised by the Minister of Education. Ratings should only be submitted directly from the credential assessment service to TCC records@tulsacc.edu or sent directly from the service to Tulsa College, Office of Records, 909 S. Boston Ave., Tulsa, OK 74119. Official transcriptions of secondary schools from international institutions: They must be evaluated and translated, where appropriate, by the organisation National Association of Credential Assessment Services (NACES). World Evaluation Services (WES) is preferred. The certificate assessment service will determine the recognition by the Minister of Education, as well as the equivalence of the rigor of a regionally accredited American high school. Ratings should only be submitted directly from the credential evaluation service to TCC in records@tulsacc.edu or sent directly from the service to Tulsa Community College, Office of Records, 909 S. Boston Ave., Tulsa, OK 74119. TCC Electronic Transcript Acceptance Policy Many high schools, colleges and universities now have the ability to send transcripts electronically. Tulsa Community College currently downloads presented transcripts from the following providers: XAP Parchment Escrip-Safe National Student Clearinghouse Tulsa Community College will accept electronic transcriptions from other providers as official if the following criteria are met: The transcription is certified as an official from the university or university using a third party agency for the certification process. (i.e. docufile, Avow, etc.). Transcription is a PDF-certified document that does not indicate tampering. TCC must receive a transcription from an approved e-transcription service sent directly to records@tulsacc.edu. (**Please note that we cannot accept transcripts sent from school as official. They must be sent from the school through a third-party service in order to be considered official.) TCC does not accept electronically transmitted transcripts from other universities or from a student. 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