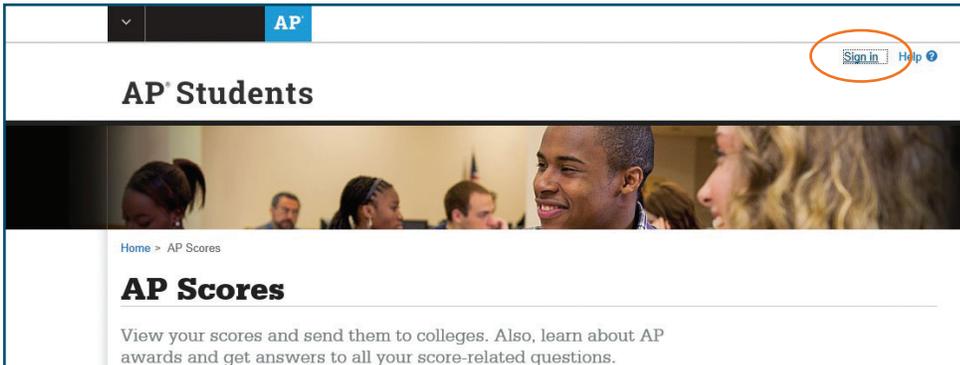


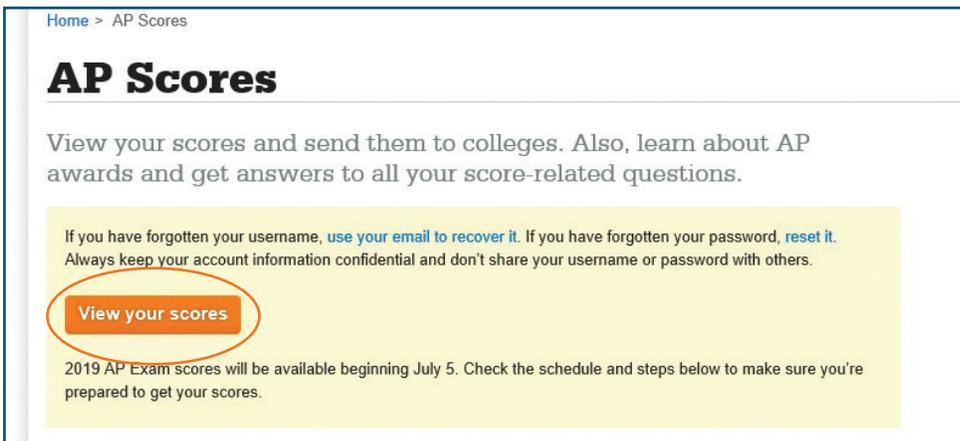
AP: How to send official and unofficial transcripts

Official Copy sent to Tri-C Registrar's office for transfer credits

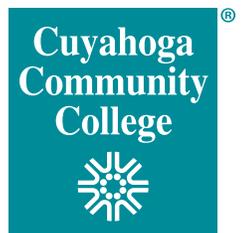
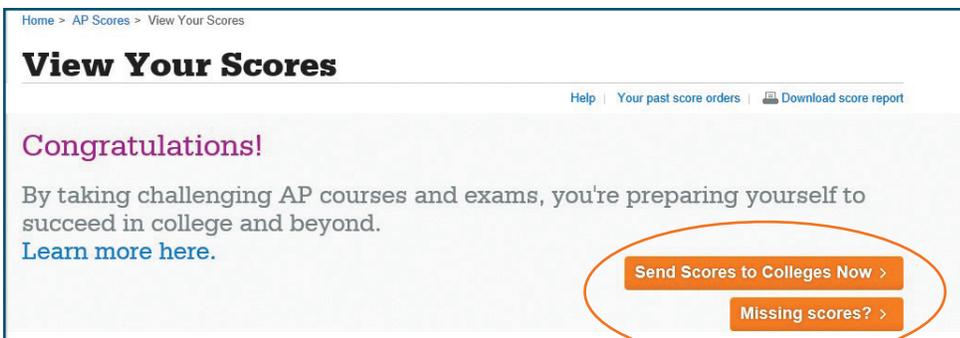
1. Go to <https://apscore.collegeboard.org/scores/>
2. Click "Sign In."



3. Once you have signed in, click "View your scores."



4. Click "Send Scores to Colleges Now."



5. A new window will appear and ask if you are sure you want to proceed. You must click the box acknowledging you have read the notice and understand you must pay a fee, then click “Continue.”

Do you need to send your scores?

Reminder: If you "bubbled" a college code on your AP answer sheet this year, your scores will be sent to that college free of charge. If you would like to send score reports to additional colleges, universities, or scholarship programs, you can do so for a fee.

By using this service and providing your credit card you acknowledge and agree that your credit card will be charged. The College Board will not use this card for any other purpose and will not store the credit card number in our system.

I have read this notice and want to send my score(s) using this service.

Cancel Continue >

6. Type “Cuyahoga Community College” in the search box and click “search.” A list will drop down, allowing you to select a Tri-C campus.

AP[®] Students

Select Colleges and Scholarships [Need help](#)

Select Colleges Review Order Payment Confirmation

Choose the colleges or scholarships you want to send your scores to. If you're not sure where to send your scores, [explore colleges](#) that are right for you.

Search colleges and scholarships:
Please enter at least two characters to view a preliminary list of matches. Click Search to see a complete list of results.

Cuyahoga Community College Search

Cancel

Can't find your college? [Contact customer service](#) so we can help send your scores.

7. Choose the campus you plan to attend and click “add.”

Select Colleges and Scholarships [Need help](#)

Select Colleges Review Order Payment Confirmation

Choose the colleges or scholarships you want to send your scores to. If you're not sure where to send your scores, [explore colleges](#) that are right for you.

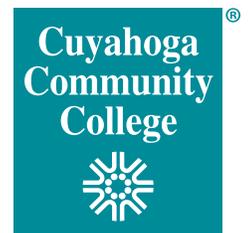
You have selected:

- Cuyahoga Community College: Western Campus (1985)
Cleveland, OH
[View credit and placement requirements](#)

+ Add another college or scholarship

Cancel Continue >

Can't find your college? [Contact customer service](#) so we can help send your scores.



8. The next screen will ask you to review your order, including cost.

Cost of order: **\$15.00**
AP number: **41844914**

Score reports will be sent to the institution(s) you selected with the address we have on file for you, currently:

Jane Doe
123 Main St.
Parma, OH 44130

Send Scores to

Cuyahoga Community College: Western Campus
Cleveland, OH
Code: 1985

Standard: \$15

Delivery Speed & Fee [Learn about delivery options](#)
Important: Due to 2019 AP Exam scoring activities, orders placed between **June 14 at 6:30 p.m.** and **July 1 at 11:59 p.m. EDT** will not be processed until **July 2**. Although you may only select the standard option below, please note that your order will be processed as rush on July 2 at a reduced fee of \$15 to ensure that your AP Exam scores are received by your designated college or university promptly.

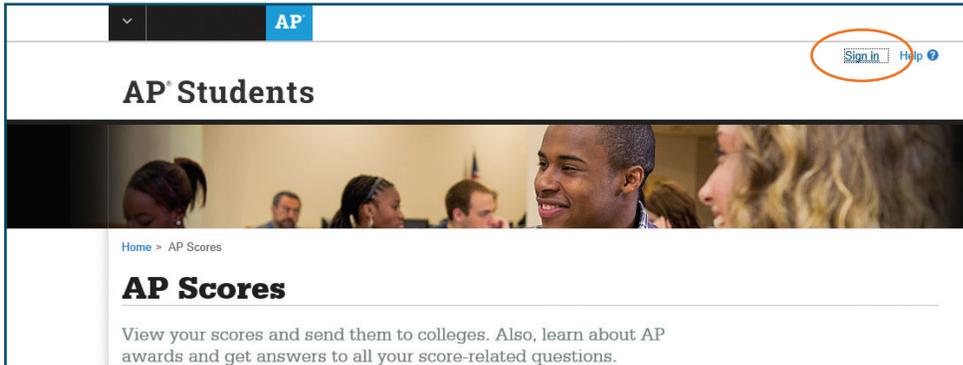
Order total: \$15.00

[< Change my college selections](#) [Cancel](#) [Continue >](#)

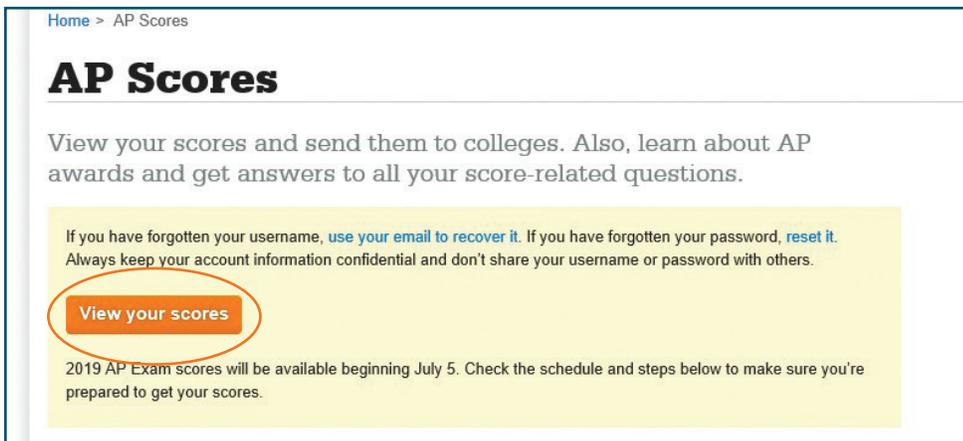
- 9. Once you click “continue,” you will need to enter your credit card billing address and payment information, then review and submit your payment.**
- 10. Once you submit your payment, you will get a printable confirmation. The confirmation will also be emailed to you.**
- 11. After the transcript arrives at Tri-C, it can take 5-10 business days to be entered into our system.**

Unofficial Copy to email to CCP office

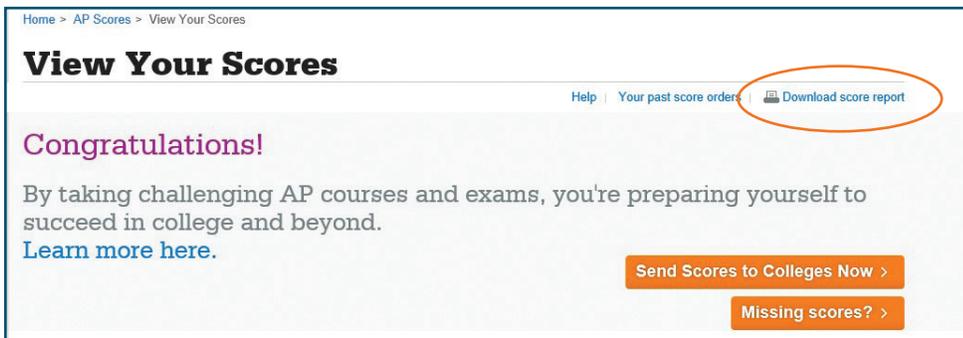
1. Go to <https://apscore.collegeboard.org/scores/>
2. Click “Sign In.”



3. Once you have signed in, click “View your scores.”



4. Click “download score report.”



5. A PDF will open in a new window, providing you with the score report. Right-click anywhere on the PDF and select “save.” Then save to your computer’s desktop.
6. Attach the PDF to an email and send it to your campus of record:

East – CCPEast@tri-c.edu
Metro – CCPMetro@tri-c.edu
West/BUC – CCPWest-Brunswick@tri-c.edu
Westshore – michelle.noll@tri-c.edu