

TO ORDER A TRANSCRIPT FOR The Common Application

1) Log in to your [Parchment account](#)

2) Click on *Order*



3) Enter in "The Common Application" and select *Search*

A screenshot of a search interface titled "Select a destination". It asks "Where would you like to send your credential" and offers two options: "An Academic Organization, Admissions Office, Business, or Other Organization" and "Yourself or Another Individual". A search bar contains "the common application" and a green "Search" button is visible. An "Advanced Search" link is at the bottom right.

4) Select *The Common Application (First Year Applicants)*

Institution	Location	Organization Type	
The Common Application (First Year Applicants)	Arlington, VA, US	College /Undergraduate	Select
The Common Application for Transfer (Transfer Students ONLY)	Watertown, MA, US	College /Undergraduate	Select

Add this college to my list

5) Enter your Common App ID and select *Continue*.

A screenshot of a page for "The Common Application". It contains two paragraphs of text explaining transcript submission. At the bottom, there is a text input field labeled "Enter your Common App ID:" and a green "Continue" button.

- 6) The schools you selected in you Common Application will now show under College List. Select the radio button and hit *Confirm*. Then select *Submit*.

If you submit your application to Common App member colleges at www.commonapp.org and your counselor accepts your invitation to submit the associated school forms online, you can request Parchment to send your transcript to the Common App to be made available to ALL Common App member colleges to which you applied or will apply online through the Common App site.

If you apply to a Common App member college through a different process (i.e. through a paper application or a different online application) or your counselor does not accept your invitation to submit the associated school forms online, you must place separate orders for each college.

Common App ID:

Student Name:

College List:

- California Institute of Technology (Caltech)
- Carnegie Mellon University
- Georgia Institute of Technology
- Stanford University

Counselor Name:

I confirm the student and counselor information is correct. I need to edit my Common App ID and resubmit.

Confirm

- 7) Select *Save & Continue*
- then *Continue*
 - Provide Consent and *Save & Continue*

Item(s) being ordered:

From: Your High School



Transcript

Delivery Method

 Electronic

[Switch to Print & Mailed](#)

Add Another Item ▼

 **TO**

The Common Application (First Year Applicants)

When do you want this sent?

Common Application ID

+ Add Another Destination

 [Delete this item](#)

Credential Fee	\$6.75
Shipping / Handling	\$0.00
Subsidized	\$3.75
<small>Subsidy provided by: Frisco Independent School District TX D4749 Subsidy Group</small>	
Item Total	\$3.00

Total Credential Fees	\$6.75
Total Shipping / Handling	\$0.00
Total Subsidized Amount	-\$3.75
Order Total	\$3.00

Save & Continue

By ordering to The Common Application, your official transcript will be delivered to all of the schools in the College List. If you still have questions, stop by A102 and visit with Mrs. Bearden or email her at Beardenc@friscoisd.org