

Please submit all transcripts required to complete your application to Brandman University. The below options are available to assist with ordering your official transcripts from your previous institutions or military services.

**NOTE:** 0-11 transferable credits requires submission of the High School transcript with date of graduate or GED Equivalent.

## ORDERING OPTIONS

**OPTION 1:** Access your institution(s) website to direct you on how to order transcripts through them.

**OPTION 2:** Many institutions use the National Student Clearing House. Check the website at <http://www.getmytranscript.com> to see if the university attended is a participant of this service.

**OPTION 3:** Check the Parchment website at <http://exchange.parchment.com/> to see if the university attended is a participant of this service.

**OPTION 4:** If you need to order *military transcripts* check the websites provided below:

- Joint Services Transcript (JST) provides transcript ordering services for the following eligible members: *Army, Marine Corps, Navy and Coast Guard*, whose status is Active Duty, Reserve and Veterans at: <https://jst.doded.mil/smart/welcome.do>
- Community College of the Air Force (CCAF):  
<http://www.airuniversity.af.mil/Barnes/CCAF/Display/Article/803247/>
- DD Form 214 – report of separation <http://www.archives.gov/veterans/military-service-records/>

## HOW TO ORDER EXAM FOR CREDIT TRANSCRIPTS:

- DSST - formerly known as the DANTES Subject Standardized Tests  
<http://www.dantes.doded.mil/service-members/transcripts/index.html>
- CLEP – College Level Examination Program  
<http://www.collegeboard.com/student/testing/clep/scores.html>
- AP Scores - Advanced Placement Scores -  
[http://www.collegeboard.com/student/testing/ap/exgrd\\_rep.html](http://www.collegeboard.com/student/testing/ap/exgrd_rep.html)

**OFFICIAL TRANSCRIPTS:** An official transcript is one sent directly from the institution of record to Brandman University in a sealed envelope or submitted electronically to Brandman University from the institution of record. A transcript issued to a student may be accepted if it is delivered in the official unopened and sealed envelope from the institution of record.

## MAIL OFFICIAL TRANSCRIPTS DIRECTLY TO:

- **Brandman University**  
**Office of Admission**  
**16355 Laguna Canyon Road**  
**Irvine, CA 92618**