

Please submit all transcripts required to complete your application to Brandman University. Below are some recommended options for ordering your transcripts:

1. The National Student Clearinghouse can assist in expediting the order of your transcripts. They currently have over 3,500 universities participating in their service throughout the US. To see if the university you attended is a participant, visit their website at <http://www.getmytranscript.com>

When you use the National Student Clearinghouse transcript web services you'll be able to:

- Order transcripts 24/7 via a secure Web site
  - Pay for transcripts using a major credit card
  - Track your order online using your e-mail address and order number
2. If your transcript is not available through the National Student Clearing House check your institution's website for instructions on how to order your transcript online.
  3. If you need to order military transcripts check the websites provided below:
    - Army ACE Registry Transcript Service (AARTS) <http://aarts.army.mil/>
    - Sailor/Marine ACE Registry Transcript (SMART) <http://smart.navy.mil>
    - Community College of the Air Force (CCAF) <http://www.au.af.mil/au/ccaf/transcripts.asp>
    - United States Coast Guard [http://www.uscg.mil/hr/cgi/ro/official\\_transcript.asp](http://www.uscg.mil/hr/cgi/ro/official_transcript.asp)
    - DD Form 214 – report of separation <http://www.archives.gov/veterans/military-service-records/>
    - DSST - formerly known as the DANTES Subject Standardized Tests [http://www.dantes.doded.mil/DANTES\\_WEB/EXAMINATIONS/DSST.HTM](http://www.dantes.doded.mil/DANTES_WEB/EXAMINATIONS/DSST.HTM)
    - 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)
  4. If you cannot locate an online option for your institution, complete and mail the form below with any required fees to your institution(s).

***Mail this form and appropriate Transcript fee to the Registrar of the school you attended.***

To the Registrar \_\_\_\_\_  
*Name of school you attended*

Please forward a copy of the transcript of:

Name \_\_\_\_\_  
*Last Middle First Other names used while attending*

Current Address \_\_\_\_\_  
*No. Street*

\_\_\_\_\_ *City State Zip*

I last attended your school \_\_\_\_\_ *Month / Year* Date of Birth \_\_\_\_\_

E-Mail Address \_\_\_\_\_ Phone # \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

*Transcript Clerk: Please attach this form to the transcript and mail to the address below.*

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