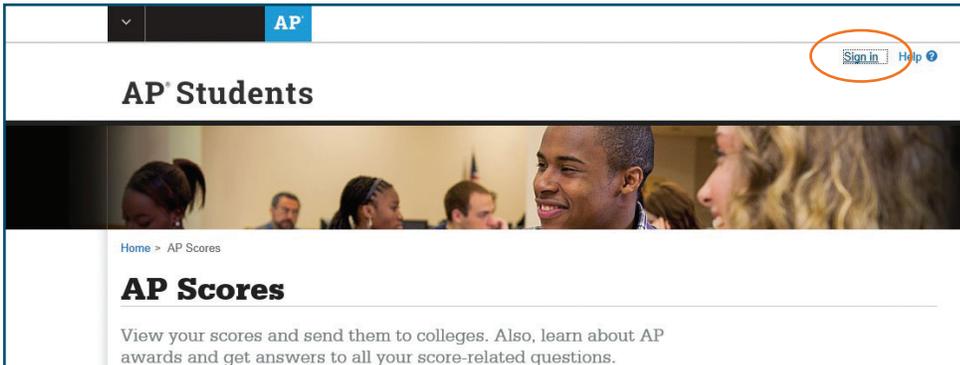# AP: How to send official and unofficial transcripts
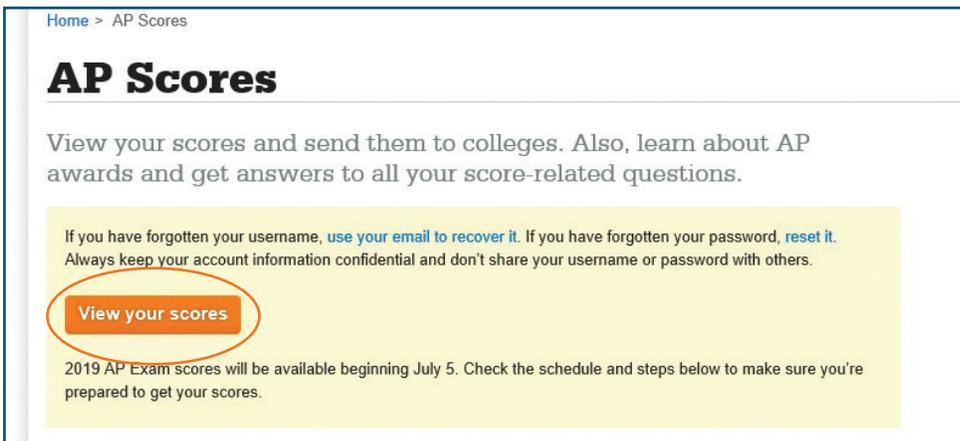
Official Copy sent to Tri-C Registrar's office for transfer credits
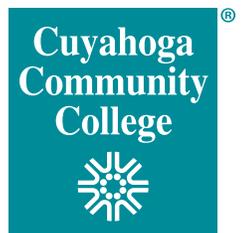
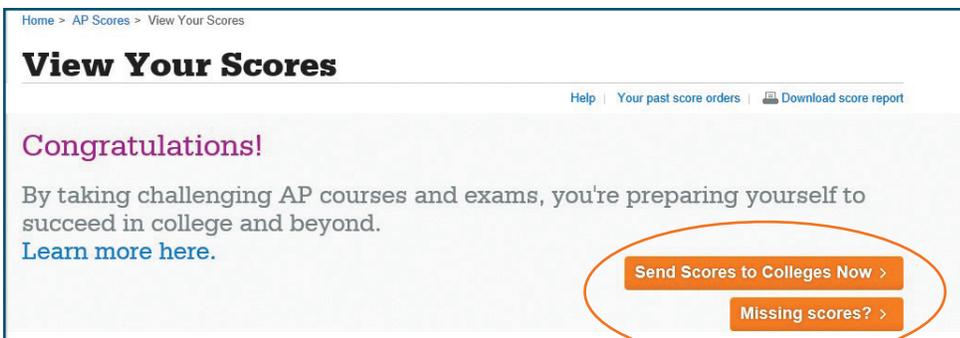1. Go to https://apscore.collegeboard.org/scores/

2. Click "Sign In."

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

4. Click "Send Scores to Colleges Now."

Cuyahoga Community College®

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."

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.

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

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

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.

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

Standard: $15

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.

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Unofficial Copy to email to CCP office
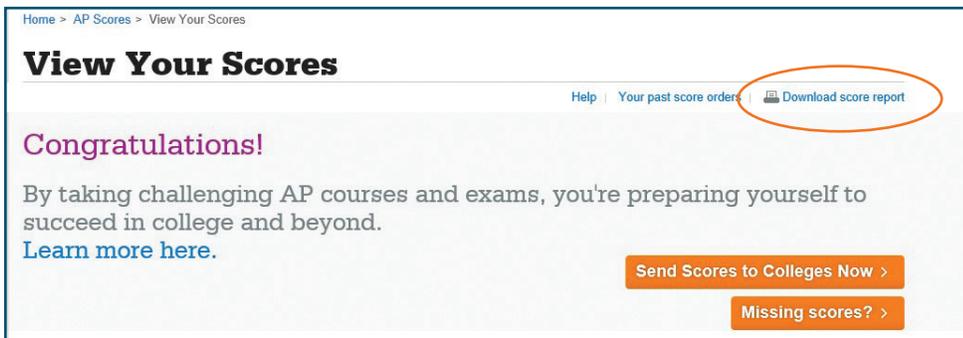
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2. Click "Sign In."
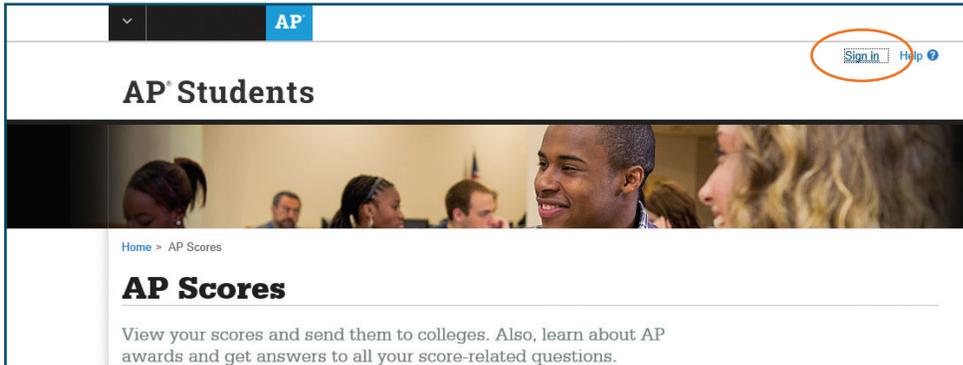
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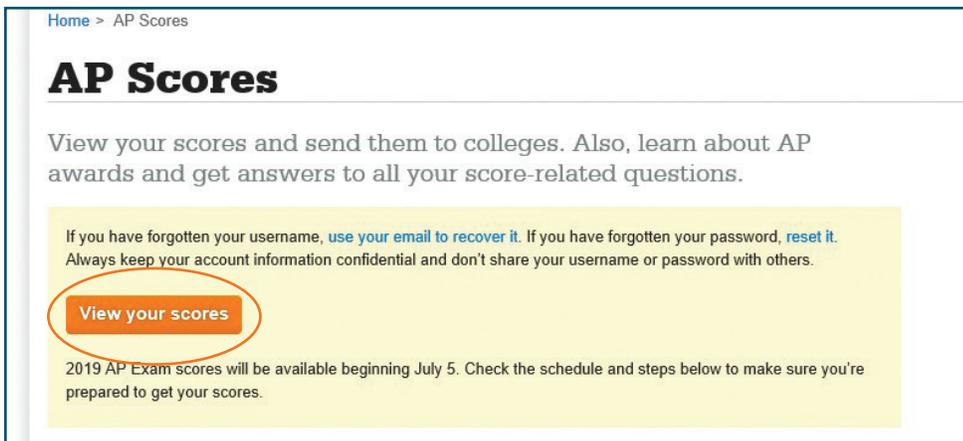
4. Click "download score report."

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

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19-0833