

Career Cruising eTranscript Request Form

Please follow these steps to request your transcript electronically.

Request a transcript from Tracked Applications

1. Log in to Career Cruising website: www.careercruising.com
Username: GP-ID#, PW: Birthdate (MMDDYYYY)
2. Follow this path: My Plan → My Education → Application Tracker → Select School → Request Transcript
3. Track the status of the request by viewing My Transcripts from My Education in My Plan

OR

Submit an Ad Hoc Transcript Request (if you do not have Tracked Applications in Career Cruising)

1. Log in to Career Cruising website
2. Follow this path: My Plan → My Education → My Transcripts → Send Ad Hoc Transcript Request → Select the destination for your transcript → Click Send Now to confirm your request
3. Track the status of the request by viewing My Transcripts from My Education in My Plan

***Please note that colleges and universities that are not in the eScrip-Safe network including the University of Texas at Austin and all Texas A&M schools cannot be sent electronically. The electronic request should be completed according to the directions above but the student will receive an official transcript that will need to be mailed to the college by the student.*

If you require a transcript for a scholarship application or anything other than an application for admission, please complete the information below and return it to the campus registrar.

Student Name: _____ ID: _____

Please send my transcript to:

*Contact Name: _____

Entity: _____

Entity = Name of Scholarship, etc.

Student Signature: _____ Date: _____

*The registrar will print the transcript and seal it in an envelope marker "Official Transcript". You will be notified when the document is ready. After you sign that you received your transcript, you can mail it to the requesting entity.

Campus personnel, please initial to confirm verification of student's identity: _____

Date Request Received: _____