Official Transcripts

How to Submit Official Transcripts

Achieve only accepts official transcripts to verify college credits in Develop. Official Transcripts must be sent directly to Achieve by the school's transcript ordering service as a "third-party recipient."

Email: support@mncpd.org

Mail: Achieve
2908 Marketplace Dr. #103
Fitchburg, WI 53719

Fax: 1-612-651-6666

Every college and university has their own process for students and alumni to order official transcripts, and many charge a small processing fee, around $0-$15.

Search the web for your school's name and "official transcript request" to find their web page with official transcript ordering instructions and price information.

Remember to submit an Individual Membership application in Develop before ordering your official transcripts.

The following documents are NOT accepted:

- Transcripts emailed to you and then forwarded to us
- Previously opened official transcripts
- Unofficial Transcripts
- Grade or transcript printouts from your online student portal
- Copies of official transcripts

Helpful Tips:

- When colleges close, alumni can still order official transcripts. Searching online should yield results for where to order them.
- If your name has changed, make sure any previous names are listed on your Develop profile or include a note with your transcript order.
- Completed your education outside the US? See the Foreign Education Documentation Policy.

Links to Popular Colleges and Universities

These are some of the most popular colleges and universities for Develop members. Click on your school's name to visit their web page for official transcript request instructions and price information.

Anoka-Ramsey Community College
Bemidji State University
Century Community and Technical College
Concordia University St. Paul
Dakota County Technical College
Hennepin Technical College
Inver Hills Community College
Metropolitan State University
Minneapolis Community and Technical College
University of Minnesota - Duluth
University of Minnesota - Twin Cities
Minnesota State Community and Technical College
Minnesota State University - Mankato
Minnesota State University - Moorhead
Normandale Community College
North Hennepin Community College
Rasmussen University
Ridgewater College
Rochester Community and Technical College
Saint Cloud State University
Saint Cloud Technical College
Saint Paul College
Saint Mary's University of Minnesota
South Central College
Southwest Minnesota State University
St. Catherine University
University of St. Thomas
Winona State University
University of Wisconsin - River Falls

Related Resources

Higher Education Evaluation Policy | National Student Clearinghouse | Parchment
Why you have to renew your Develop Membership when you send documents

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