



# OFFICIAL TRANSCRIPTS

Achieve only accepts official transcripts to verify college credits during Develop's Membership processes.

**Official transcripts must be sent directly to Achieve by a college, university, or clearinghouse as:**

- 1 An encrypted PDF transcript document. (Fax or Email)
- 2 A sealed, unopened envelope containing a hardcopy transcript document printed on special paper. (Mail)

**Order your Official Transcripts and have them sent directly to Achieve MNCPD as a third-party recipient. To order your transcript:**

- 1 Search the web. For example, search: University of Minnesota Twin Cities order official transcript  
*Note: This will work even if your school has closed.*
- 2 Follow your school's ordering instructions.  
*Note: Many schools charge a processing fee.*
- 3 Have your transcripts directly sent to Achieve.



[support@mncpd.org](mailto:support@mncpd.org)



1-612-351-6666



Achieve  
2908 Marketplace Dr  
Suite #103  
Fitchburg, WI 53719

**The more you know:**

- 1 The following documents will NOT be accepted:
  - Unofficial transcripts
  - Grade or transcript printouts from your online student portal
  - Copies of official transcripts
  - Previously opened or electronically forwarded official transcripts
- 2 If your name has changed, make sure any previous names are listed on your Develop profile.
- 3 Completed your education outside the US?  
See the [Foreign Education Documentation Policy](#).
- 4 See the [Higher Education Coursework Policy](#) to learn more about Official Transcripts.

