

Electronic Transcript Information & Instructions

Institution	Accepts Electronic Transcripts?	Instructions
Bridgerland Tech College btech.edu/students/enrollment/	YES	By email: studentservices@btech.edu
Brigham Young University enrollment.byu.edu/admissions/submitting-transcripts-to-byu	YES	High school transcripts are not required to complete an application. However, an official transcript needs to be sent to BYU if a student is admitted. Official transcripts: Accepted from the following agencies: Parchment Exchange or National Student Clearinghouse. By email directly from high school: highschooltranscript@byu.edu In-person: BYU Enrollment Services 3326 WSC By mail: BYU Admissions 106 ECCB - 701 East University Parkway Provo, UT 84602
Davis Technical College davistech.my.site.com/apply	YES	By email: admissions@davistech.edu
Dixie Technical College dixietech.edu/apply/	YES	By email: registrar@dixietech.edu Official transcripts: Accepted from the following agencies: Parchment
Ensign College ensign.edu/how-to-apply	YES	Official transcripts: Accepted from the following agencies: Parchment Exchange, National Student Clearinghouse, or SCRIP-Safe By email: collegetranscript@byu.edu By mail: CES Admissions Processing, B-226 ASB, Provo, UT 84602
Mountainland Technical College mtec.edu/admissions/how-to-apply/	YES	By email: transcripts@mtec.edu
Ogden-Weber Technical College otech.edu/future-students/how-to-enroll/	YES	Transcripts should be submitted at the time of enrollment to classes. Please set up an appointment with OTech pre-enrollment advisor for the next steps. By email: records@otech.edu In-person: Student delivery in a sealed envelope. By mail: Ogden-Weber Technical College, Student Records, 200 North Washington Blvd., Ogden, Utah 84404

Salt Lake Community College slcc.edu/admissions/	YES	Official transcripts are not required to complete an application. However, ACT scores can be posted if on the official transcript and may help with registration when the student is admitted. Official transcripts: Accepted from the following agencies: Parchment Exchange or MyCE. By email: highschooltranscripts@slcc.edu By mail: Salt Lake Community College, Attn: High School Transcripts, 4600 S Redwood Road, Salt Lake City, UT 84123
Snow College catalog.snow.edu/admissions/admission-procedures/	YES	By application portal: transcripts can be uploaded directly into the application portal By email: transcripts@snow.edu By mail: Snow College Admissions Office, 150 College Ave, Ephraim, UT 84627
Southern Utah University suu.edu/admissions/first-year/	YES	Official transcripts: Accepted from the following agencies: Parchment or SENDeu Secure Document Upload: https://my.suu.edu/secure/upload/admininfo By email: admissions@suu.edu By mail: Southern Utah University, ATTN: Admissions Office 351 W University Blvd., Cedar City, UT 84721
Southwest Technical College stech.edu/admissions/enrollment/	YES	Official transcripts are prepared and sent by the prior institution at the student's request, directly to the Southwest Tech Registrar's office. Sealed tamper evident paper copies or password-protected encrypted emails are considered official transcripts. Opened paper copies or unsecure email copies are considered unofficial and are not acceptable for prior credit review. By email: registrar@stech.edu By mail: 757 West 800 South, Cedar City, UT 84720
Tooele Technical College tooeletech.edu/apply	YES	By email: prerequisites@tooeletech.edu
Uintah Basin Technical College ubtech.edu/admissions/	NO	Transcripts should be submitted during the pre-registration process. Please set up an appointment with a UB Tech Student Success Officer for the next steps.
University of Utah https://admissions.utah.edu/	YES	Common App Request: Official transcripts may be submitted by your school counselor through the Common App. Applicants will be prompted to add their high school counselor as a recommender. An email notification will be sent to the

		counselor instructing them to submit the applicant's electronic transcript through the Common App portal. Digital Delivery Methods: If the Common App method is not used, official transcripts may be submitted through Credential Solutions, eScrip-Safe, National Student Clearinghouse, Parchment/Naviance, Scoir, ScribOnline, NeedMyTranscript, or Slate.org. When prompted, please use the recipient email address: admisstranscripts@utah.edu <i>(we do not accept transcripts that are sent directly to us by email or fax)</i> By mail/in-person: Official transcripts may be mailed by the school or delivered in-person in a sealed, letterhead envelope to: Office of Admissions, University of Utah, 201 S 1460 E, Room 250S, Salt Lake City, UT 84112
Utah State University usu.edu/admissions/apply/	YES	Official transcripts: Transcript authorization on the application. Allows USU to electronically obtain your transcript from Utah Transcript Exchange (UTREx). Official transcripts not sent through UTREX must be sent directly from their sending institutions in order to be accepted, and cannot be sent directly from the student applying. By email: transcripts@usu.edu By mail: USU Admissions, 0160 Old Main Hill, Logan, UT 84322-0160
Utah Tech University apply.utahtech.edu/register/hs-transcript-instructions	YES	E-mail: admissions@utahtech.edu Attach your transcripts to the email. Mailing Address: Admissions Office, Utah Tech University, 225 S. University Ave, St. George, UT 84770 A Copy, Official or Unofficial, walked into our physical office. Office Location and Hours: The 1st floor of the Holland Centennial Commons, Monday – Friday: 8:00 a.m. – 5:00 p.m., Saturday & Sunday: Closed Fax: (435) 879-4060 Be sure to include your full name and contact information. Upload: You may upload your own High School Transcripts and Test Scores directly to your Application’s Status Page.
Utah Valley University uvu.edu/admissions/supplemental-documentation/	YES	By email: admissions@uvu.edu (must be sent directly from the high school or district office). Electronically: Parchment, Scribbles, NeedMyTranscript, Clearinghouse, and UTREX.

		By mail: UVU Office of Admissions, 800 W. University Pkwy. MS 106, Orem, UT 84058. In-person: UVU Office of Admissions, WB-128 (must be in an officially sealed envelope)
Weber State University weber.edu/Admissions/new-freshman-in-state.html	YES	By email: admissions@weber.edu By mail: WSU Admissions Office Dept 1137, 3885 West Campus Dr, Ogden, UT 84408-1137
Westminster University westminsteru.edu/admissions/undergraduate-admissions/index.html	YES	By email: admission@westminsteru.edu After submitting the application, students can also upload a PDF of their high school transcripts directly to their application.