

HOW TO SEND MY TRANSCRIPT TO AMCAS (OR AACOMAS OR TMDSAS)

1. Log into MYBAMA
2. Go to your Student Tab
3. Select the icon that says Transcript Official
4. You will be taken to this screen. If you are using Google Chrome click on the "HERE"

myBama

Back to Student Tab

Personal Information **Student Services** Employee

Search Go

The Credentials transcript ordering system will open in a new window.
If you are using Google Chrome, please click [here](#) to be directed to Credentials.
Be sure to close all browser windows when you are done to protect your information.
[Back](#)

5. This should take you to this screen. Click on START MY ORDER

THE UNIVERSITY OF ALABAMA
FOUNDED 1831

The University of Alabama
Tuscaloosa, AL

Transcript Order Services by:
Credentials Solutions
Our Credentials. Your Solutions.

Overview Student Information Contact Information Order Options Recipient(s) Order Review **Purchase** Final

Transcript Ordering Overview
DO NOT USE BROWSER BACK OR FORWARD BUTTONS
PLEASE NOTE: YOUR SESSION WILL TIME-OUT AFTER 180 MINUTES OF NO ACTIVITY

[Start My Order](#)

IMPORTANT NOTICE: ALL RECORDS PRIOR TO 1983 WILL REQUIRE 3-5 DAYS OF ADDITIONAL PROCESSING TIME.

Click on a tab to display specific "Help" topics:

Ordering Overview	Payment Methods	Authorizing Your Order	Pricing Schedule	E-Transcript Information	TranscriptsPlus™ FAQs
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Ordering Overview

CredentialsSolutions is pleased to provide you with Transcript Order Processing Services on behalf of The University of Alabama. All of the actual transcript records are maintained by the institution and in most circumstances, the institution itself produces your transcript and delivers it per the instructions you provide us in the ordering process.

Our system, TranscriptsPlus®, can accept an order for up to 5 transcripts going to up to 5 different recipients. If you need to send more than 5 transcripts or have more than 5 recipients, you will need to enter multiple orders. At the completion of each order you will have the option to return to the beginning of the process and enter another order. In most cases, you will only have to enter the information that is different than in the previous order.

Please Note....The various ordering options and the information you are required to enter on the following screens are based on the specific services that The University of Alabama has chosen to provide and the specific information they have instructed us to collect. If you attended more than one of the institutions that we represent and order your transcript from more than one of them, you may notice differences in the available options and the required information on the order forms. One may offer Federal Express and another one may not, one may offer electronic delivery features and others may only offer printed paper transcripts, one may provide electronic authorization of your order and another one may require a signed authorization form, etc.

If you have questions about the process or encounter difficulty in entering your order, we have Customer Service representatives available from 7:00 am to 8:00 pm on Monday-Thursday and from 7:00 am to 5:00 pm (CST/CDT) on Fridays. Our Customer Service number is 847-716-3005.

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HOW TO SEND MY TRANSCRIPT TO AMCAS (OR AACOMAS OR TMDSAS)

6. From this screen, verify that your information is correct:

THIS SHOULD BE THE ADDRESS THAT YOU HAVE IN THE UA SYSTEM (PERMANENT ADDRESS)

The screenshot shows the 'Student Information' page of the transcript order system. At the top, there is a navigation bar with tabs: Overview, Student Information (selected), Contact Information, Order Options, Recipient(s), Order Review, Purchase, and Finish. The page header includes 'THE UNIVERSITY OF ALABAMA' logo and 'The University of Alabama Tuscaloosa, AL'. A note states: 'Either Social Security number or CWID must be entered. Both are recommended.' Below this, a red warning message says: 'Please complete any missing fields below. If any of the pre-populated information is incorrect, please make changes through the student portal or at Admissions and Records.' The form fields are: Student ID: 12345854; First Name: AJUANA; Middle Name: B; Last Name: ADOCTOR; Suffix: (empty); Other Last Names: (empty). There are instructions to 'Enter names as they exist in the school records'.

7. Select Regular Transcript Request

The screenshot shows the 'Basic Order Information' page. The navigation bar is the same as in the previous screenshot. The page header includes 'THE UNIVERSITY OF ALABAMA' logo and 'The University of Alabama Tuscaloosa, AL'. A note says: 'Please choose a service for this order.' There are two radio button options: 'Regular Request (Official) - Deliver to Recipient' (selected) and 'Regular Request (Official) - Pick Up'. The 'Deliver to Recipient' option includes details: '\$10.00 per copy', 'Orders received by 4:00pm CST processed same day', and 'Orders received later processed next day provided the order has been authorized'. The 'Pick Up' option includes details: '\$10.00 per copy' and 'Available immediately until 4:45pm CST during normal business days provided the order has been authorized'. Below this is a section for 'Special Order Condition(s):' with an 'Attachments:' section. It states: 'Some recipients require that you include additional information pages ("Attachments") with your transcript when it is sent to them. Any transcript order with an Attachment is limited to a single recipient and is only eligible for delivery as a printed transcript (i.e. mailed). or as a PDF transcript (provided the recipient accepts PDF transcripts).' There is a checkbox labeled 'ONLY check this box if you have an attachment or enclosure that must be sent with your transcript' which is currently unchecked.

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8. You can select "Send Now" or if you are waiting on grades from a summer class, you can choose the term that best applies:

Tell us when to release your transcript(s):

Send Now (current term grades might not be included)
Hold until grades are posted for:

- Fall Semester
- Spring Semester
- Interim Session
- Summer I
- Summer II

Hold for Degree to be Posted

Hold for Grade Change(specify below):
Course(1) number & name:
Course(2) number & name:

Other information required by The University of Alabama:

Attended From Year : Approximate Years
Attended To Year : in YYYY Format

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9. Next, select "SPECIAL PURPOSE RECIPIENT". AMCAS, TMDSAS, ADEA AADSAS, OPTOMCAS, AACOMAS are all listed in this drop down:

THE UNIVERSITY OF ALABAMA
FOUNDED 1831

The University of Alabama
Tuscaloosa, AL

Transcript Order Services by:
Credentials Solutions
Our Credentials. Your Success.

[Overview](#) | [Student Information](#) | [Contact Information](#) | [Order Options](#) | [Recipient\(s\)](#) | [Order Review](#) | [Purchase](#) | [Finish](#)

Select Recipient 1 Type

A valid mailing address must be provided for all transcript requests from The University of Alabama; this includes any transcript that will be sent using an electronic delivery option. If your order is eligible for an electronic delivery option, you will be shown that option AFTER you have provided an address for the recipient.

Please choose a type of recipient:

- Myself
- College or University
Choose this option to find college or university admissions/employment addresses that are already set up in our system. This is the only way to find colleges or universities who can receive transcripts electronically. To send your transcript to a specific individual at a college or university choose the "Other" option below.
- Special-Purpose Recipient
Select this option to search for various special-purpose recipients such as:
 - Application services like AMCAS, LSAC's CAS, PHARMCAS etc.
 - Various State Certification Boards or Departments
 - CPA Exams or Boards of Accountancy

AACOMAS COLLEGES OF OSTEOPATHIC MEDICINE --- AACOMAS TRANSCRIPTS
AAMC MEDICAL SCHOOL APPLICATION SERVICES (AMCAS) --- AMCAS - ATTN: TRANSCRIPTS
AANP CERTIFICATION PROGRAM-NURSE PRACTITIONERS --- CERTIFICATION PROGRAM
ADEA ADVANCED PLACEMENT FOR INTL DENTISTS (CAAPID) --- TRANSCRIPT PROCESSING CENTER
ADEA DENTAL HYGIENE CENTRALIZED APPL SVC (DHCAS) --- TRANSCRIPT PROCESSING CENTER
ALLIED HEALTH CENTRALIZED APPLICATION SVC (AHCAS) --- TRANSCRIPT PROCESSING CENTER
AMERICAN ASSOCIATION OF VETERINARY STATE BOARDS --- VETERINARY BOARDS

- Other
Choose this option to send your transcript to:
 - A specific person at a college or university who is not in the admissions department
 - A business
 - A non-U.S. address
 - Any other type of recipient not listed above

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Establishing secure connection...

HOW TO SEND MY TRANSCRIPT TO AMCAS (OR AACOMAS OR TMDSAS)

10. Click on the box next to "Please Read and check the box to continue..."

THE UNIVERSITY OF ALABAMA
FOUNDED 1831

The University of Alabama
Tuscaloosa, AL

Transcript Order Services by:
Credentials Solutions
Our Credentials. Your Solutions.

Overview Student Information Contact Information Order Options **Recipient(s)** Order Review Purchase Finish

Transcript Recipient 1

If this is not the recipient you want, click the "Cancel This Recipient" button below and re-start the recipient entry process.
DO NOT USE BROWSER BACK OR FORWARD BUTTONS

Please make sure the # of Transcripts is correct.

This recipient is : Recipient type value is P
Transcripts to this address

Attention/Department* : AMCAS - ATTN: TRANSCRIPTS
School/Institution/Business : AAMC MED SCHOOL APPL SVC
Address 1* : PO BOX 57326
City* : WASHINGTON
State* : DC
ZIP Code : 20037-0326
Country : US
Telephone #* : 202-828-0600

* = Field is Required

Please Read and check the box to continue... Although we make every effort to maintain current school addresses in our database, IT REMAINS YOUR RESPONSIBILITY TO ENSURE THAT THE CORRECT ADDRESS IS USED ON YOUR TRANSCRIPT ORDER.

Clicking the "Cancel This Recipient" button will clear any information you have entered for this recipient and take you back to the Basic Order Information screen to change your selection and restart your recipient entry.

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11. Select the PRINTED TRANSCRIPT option. At this time UA does not send electronic transcripts to the application systems. Enter in your AAMC ID AND your Transcript ID.

THE UNIVERSITY OF ALABAMA
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The University of Alabama
Tuscaloosa, AL

Transcript Order Services by:
Credentials Solutions
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Overview Student Information Contact Information Order Options **Recipient(s)** Order Review Purchase Finish

Delivery Method for Recipient 1

Please choose a method for delivery of your transcript:

PDF Delivered to College/University
Additional \$6.00 per Transcript

Printed Transcript Mailed to Recipient

1st Class Mail
Included in basic charge

Special Instructions for This Recipient:
You have chosen The American Medical College Application Service (AMCAS) as the recipient on this order. By entering your 8-digit AAMC ID and the AMCAS 7-digit Transcript ID code (you received these when you registered with AMCAS) in the fields below, you will not have to send in the AMCAS Transcript Request form because we will automatically include this information with your transcript.

AAMC ID: Transcript ID:

You will be notified at the email address registered with AMCAS upon the successful receipt of your transcript. If you don't receive this acknowledgement from AMCAS within 5 days of your order completion date, please contact AMCAS directly.

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HOW TO SEND MY TRANSCRIPT TO AMCAS (OR AACOMAS OR TMDAS)

12. To obtain your transcript ID, on the MAIN MENU of your **AMCAS** application, select “Print Transcript Request Form”

The screenshot shows the AMCAS 2016 Application Main Menu. At the top, there is a navigation bar with 'MAIN MENU', 'Help', 'Contact Us', and 'Log Off' buttons. Below this is a header for '2016 Application' and the user's name 'Marian Denham | AAMC ID: 13590777'. A progress bar shows the status of various application sections: 1. Identifying Information (Completed), 2. Schools Attended (Completed), 3. Biographic Information (Completed), 4. Course Work (Completed), 5. Work/Activities (Completed), 6. Letters of Evaluation (Completed), 7. Medical Schools (Incomplete), 8. Essay(s) (Completed), and 9. Standardized Tests (Completed). The 'MAIN MENU' section is active, displaying account information for 'Marian Denham' (AAMC ID: 13590777) and a status of 'Not Submitted to AMCAS'. A list of 'Application Sections' is shown, with 'Print Transcript Request Form' circled in red. Other buttons include 'Submit Application', 'Print Application', 'Print Letter Request Forms', 'Academic Change Request', 'Edit Password', and 'Withdraw Application'.

13. Select “Create Transcript Release Form”

The screenshot shows the AMCAS Transcript Request page. At the top, there is a navigation bar with 'MAIN MENU', 'Help', 'Contact Us', and 'Log Off' buttons. Below this is a header for '2016 Application' and the user's name 'Marian Denham | AAMC ID: 13590777'. A progress bar shows the status of various application sections. The 'AMCAS TRANSCRIPT REQUEST' section is active, displaying the text 'Please select the institution for which you would like to print a Transcript Request Form.' Below this, there is a table with one row: 'The University of Alabama', 'Dates of Attendance: August, 2013 - May, 2016', and 'Transcript ID: 2423707'. The 'Create Transcript Request Form' button is circled in red. A 'Back' button is also visible.

HOW TO SEND MY TRANSCRIPT TO AMCAS (OR AACOMAS OR TMDSAS)

14. Fill out the information and select "Print Transcript Request Form"

American Medical College Application Service
AMCAS | **AAMC**

2016 Application Marian Denham | AAMC ID: 13590777

1. Identifying Information 2. Schools Attended 3. Biographic Information 4. Course Work 5. Work/Activities 6. Letters of Evaluation 7. Medical Schools 8. Essay(s) 9. Standardized Tests

AMCAS TRANSCRIPT REQUEST
School Attended: The University of Alabama, Aug 2013 - May 2016

ID Number: SCHOOL ID - 11488796

Name on Transcript: * LEGAL NAME - Marian Denham

College Address Information:

College Name: * The University of Alabama

Street 1: * P.O. Box 870134

Street 2:

City: * Tuscaloosa

State: * Alabama

Zip Code: * 35487

Country: * United States

[Back](#) [Print Transcript Request Form](#)

15. A PDF form SHOULD pop up in a new window. You do not need to attach the document and send it to the Registrar's office. You WILL JUST NEED THE AAMC AND TRANSCRIPT NUMBER

AAMC

Marian Denham
box 35487
tuscaloosa, Alabama 35487
United States

AMCAS TRANSCRIPT REQUEST

For AMCAS 2016 applications only

May 14, 2015

TO: Office of the Registrar
The University of Alabama
P.O. Box 870134
Tuscaloosa, Alabama 35487
United States

Dear Registrar:

I hereby request that you forward my official transcript to the American Medical College Application Service (AMCAS). AMCAS accepts PDF eTranscripts from approved senders. Please visit www.aamc.org/amcasregistrars to learn how to become an approved sender. For those schools not yet approved to send PDF eTranscripts, please attach this form and mail my transcript(s) to the address below.

Last Name: Denham
First/Middle Name: Marian
ID: 11488796
DOB: 02/04/1982
Dates Attended: 08/2013 - 05/2016
Alternate Name(s):
Degrees Earned: Bachelor of Science (05/2016)

Mail Paper Transcripts to:
AMCAS, Attn: Transcripts
AAMC Medical School Application Services
P.O. Box 57326
Washington, DC 20037

ATTENTION APPLICANT:

AAMC ID: 13590777
Transcript ID: 2423707

• These IDs are only used when requesting a PDF eTranscript from an approved sender. If your registrar's office does not require the Transcript ID, they are not yet an approved sender of eTranscripts with AMCAS.
• Transcripts are not accepted via e-mail.
• Providing the registrar with the Transcript ID AMCAS has assigned to another one of your schools will delay processing of your application.

HOW TO SEND MY TRANSCRIPT TO AMCAS (OR AACOMAS OR TMDSAS)

16. So, These numbers...

Last Name:	Denham
First/Middle Name:	Marian
ID:	11488796
DOB:	02/04/1982
Dates Attended:	08/2013 - 05/2016
Alternate Name(s):	
Degrees Earned:	Bachelor of Science (05/2016)

ATTENTION APPLICANT:

AAMC ID: 13590777
Transcript ID: 2423707

- *These IDs are only used when request does not require the Transcript ID, i*
- *Transcripts are not accepted via e-r*
- *Providing the registrar with the Tran processing of your application.*

Go here.....


Special Instructions for This Recipient:

You have chosen The American Medical College Application Service. Send your 8-digit AAMC ID and the AMCAS 7-digit Transcript ID code in the fields below. You will not have to send in the AMCAS Transcript information with your transcript.

AAMC ID: **Transcript ID:**

You will be notified at the email address registered with AMCAS and receive this acknowledgement from AMCAS within 5 days of your

HOW TO SEND MY TRANSCRIPT TO AMCAS (OR AACOMAS OR TMDSAS)

 **Bama**

[Back to Student Tab](#)

Your Order Summary

Please review your order information shown below.
If you have to make corrections, use the "Edit" button to return to the appropriate section.
When you are satisfied that the information is correct, click "Continue" at the bottom of this page.

Edit Student Information	
Name:	UA Student 1234 Main Avenue Tuscaloosa, AL 12345
Student ID:	99999999
Birth Date:	02/04/1994

Edit Contact Information	
Telephone #:	205-555-5555
Email Address:	futuredoc1@crimson.ua.edu

Edit Basic Order Information	
Regular Request (Official) - Deliver to Recipient We will automatically generate your 1-page attachment and send it with your transcript Hold until grades are posted for: Interim Session Attended From Year : 2012 Attended To Year : 2015	

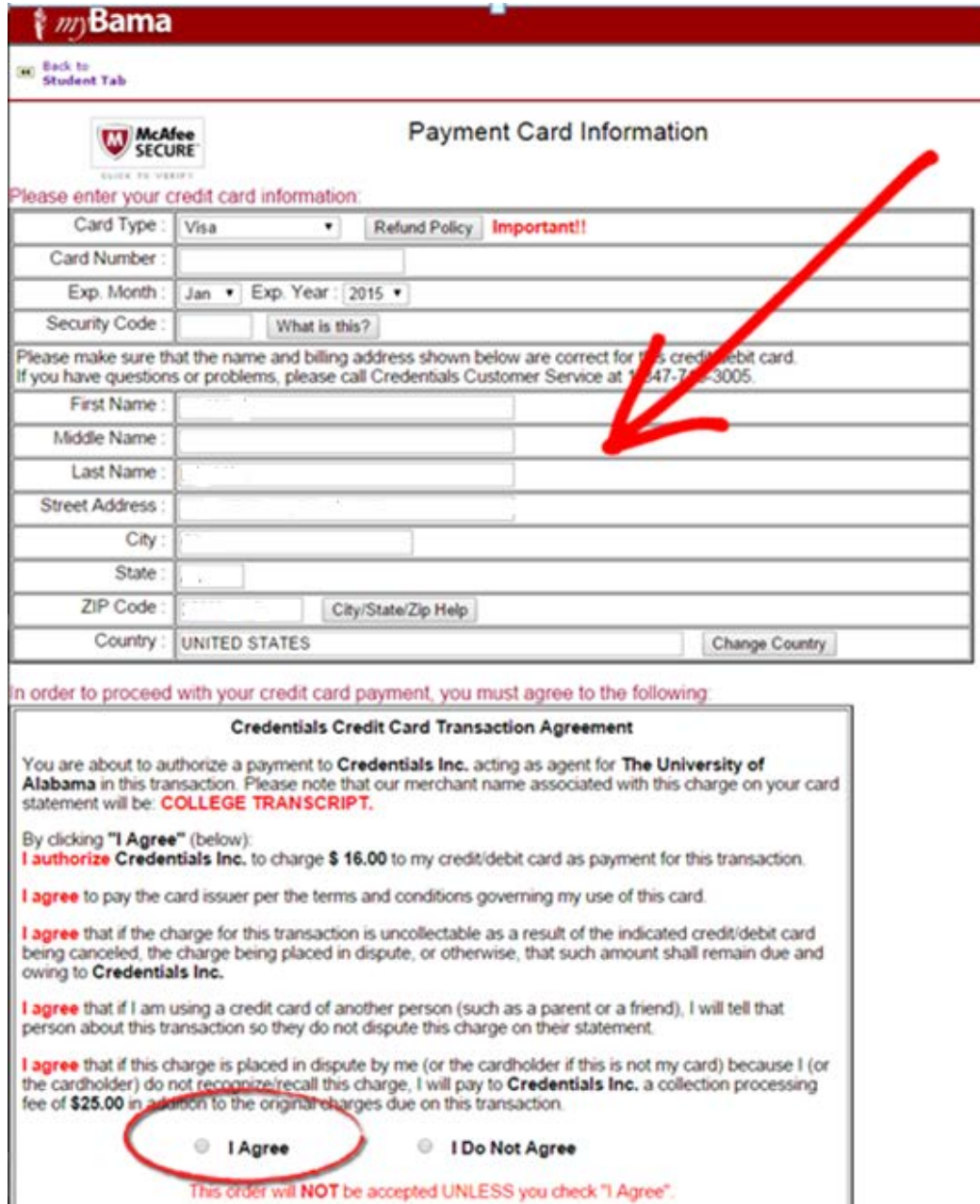
Edit Your Recipient(s)	Recipient Type/ Delivery Method
1 Transcript(s) to:	AMCAS - ATTN: TRANSCRIPTS AAMC MED SCHOOL APPL SVC PO BOX 57326 WASHINGTON, DC 20037-0326 202-828-0600
	Special-Purpose PDF 13590777 2195243

Summary of Charges for Your Order	
School Transcript Charges:	\$10.00
Electronic Transcript Delivery Charges:	\$6.00
Handling Charges:	\$0.00
<hr/>	
Total Charge for This Transcript Order:	\$16.00

17. [Cancel Order](#) [Continue](#)

HOW TO SEND MY TRANSCRIPT TO AMCAS (OR AACOMAS OR TMDSAS)

18. Pay for your Order and select "I AGREE".



Bama

Back to Student Tab

McAfee SECURE

Payment Card Information

Please enter your credit card information:

Card Type :	Visa	Refund Policy	Important!!
Card Number :			
Exp. Month :	Jan	Exp. Year :	2015
Security Code :	What is this?		

Please make sure that the name and billing address shown below are correct for this credit/debit card. If you have questions or problems, please call Credentials Customer Service at 1-847-766-3005.

First Name :		
Middle Name :		
Last Name :		
Street Address :		
City :		
State :		
ZIP Code :	City/State/Zip Help	
Country :	UNITED STATES	Change Country

In order to proceed with your credit card payment, you must agree to the following:

Credentials Credit Card Transaction Agreement

You are about to authorize a payment to **Credentials Inc.** acting as agent for **The University of Alabama** in this transaction. Please note that our merchant name associated with this charge on your card statement will be: **COLLEGE TRANSCRIPT.**

By clicking "I Agree" (below):
I authorize Credentials Inc. to charge \$ 16.00 to my credit/debit card as payment for this transaction.
I agree to pay the card issuer per the terms and conditions governing my use of this card.
I agree that if the charge for this transaction is uncollectable as a result of the indicated credit/debit card being canceled, the charge being placed in dispute, or otherwise, that such amount shall remain due and owing to **Credentials Inc.**
I agree that if I am using a credit card of another person (such as a parent or a friend), I will tell that person about this transaction so they do not dispute this charge on their statement.
I agree that if this charge is placed in dispute by me (or the cardholder if this is not my card) because I (or the cardholder) do not recognize/recall this charge, I will pay to **Credentials Inc.** a collection processing fee of **\$25.00** in addition to the original charges due on this transaction.

I Agree **I Do Not Agree**

This order will NOT be accepted UNLESS you check "I Agree".