



How to SEND YOUR HIGH SCHOOL TRANSCRIPT THROUGH CFNC



Good News!

When you request your current transcript through CFNC, the system will **automatically queue your final transcript** to be sent after you graduate.

There is no need to submit a second request for your final transcript as long as you made the original request through CFNC.



STEPS TO SEND YOUR TRANSCRIPT

1



LOG IN TO CFNC

- Go to cfnc.org.
- Sign in to your CFNC account.
- Don't have an account? Create one before continuing.

2



OPEN THE APPLICATION HUB

- Select **Apply to College**.
- Click **Application Hub**.

3



REQUEST YOUR TRANSCRIPT

- Choose **Request a Transcript**.

4



VERIFY YOUR INFORMATION

Before submitting your request, confirm or update:

- Full Name
- Student ID Number
- Date of Birth
- Most Recent High School

5



SELECT YOUR COLLEGES

Choose the North Carolina colleges or universities where you would like your transcript sent.

6



SUBMIT YOUR REQUEST

Click **Send My Transcript** to complete the process.



REMEMBER

- Requesting your transcript through CFNC sends your current transcript to your selected colleges.
- Your final transcript will be sent **automatically after graduation** through the same request.
- Be sure to verify that all personal information is accurate before submitting.



COLLEGE APPLICATION CHECKLIST

- Create or log in to your CFNC account
- Request your transcript
- Verify your personal information
- Select all colleges that need your transcript
- Submit your request before application deadlines

Be Prepared.
Be a Cardinal.

