1. **How do I order a transcript?**
   Go to [www.collin.edu](http://www.collin.edu)
   Under “Student Resources”, click “Transcripts”

2. **Where do I mail a transcript that needs to be turned into Collin?**
   All official transcripts should be mailed to:
   
   Collin College  
   Admissions & Records  
   PO Box 8001  
   McKinney, TX 75069-8001

3. **How do I apply for admissions?**
   Go to our website at [www.collin.edu](http://www.collin.edu)
   Click on “Admissions” under the “Getting Started” link on the left of the page
   Click on “Apply Online”
   
   **Note:** Official transcripts from all colleges/universities are required for admission. It is best to get them ordered as soon as possible to complete the file.

4. **How do I know the status of my application?**
   We send status updates via e-mail three times a week after the application is processed. Please add admissions@collin.edu to your safe list and keep an eye on your e-mail. Always check your spam and junk folders.

5. **I've been told to fill out an Addendum (Educational History) form. How do I do that?**
   The addendum form is located online. Go to [www.collin.edu](http://www.collin.edu)
   Click on “Admissions”
   Click on “Forms”
   Find “Collin College Application Addendum”
   Fill it out, sign it and fax to 1.972.548.6702

6. **How do I know what testing I need?**
   After you have been admitted, you can come into the office and speak to an academic advisor. They will review prior course work and provide you with a testing referral to take to the testing center, if needed.

7. **What documents can be faxed?**
   All documents except transcripts and notarized forms can be faxed to 1.972.548.6702. Include your name, date of birth and/or Campus Wide ID number on all documentation.
8. *Do I really need to provide my high school transcript? I’ve attended college and don’t understand why you need it.*

We sometimes request your high school transcript to document Texas residency. State residency laws are very strict and usually this is the easiest way to show that you are a Texas resident. If you don’t want to provide it, we can take the requirement off your admissions list; however, you will need to come into the Admissions & Records Office to document residency some other way. **If you want us to delete the requirement, send us an email to admissions@collin.edu and tell us. Please also provide your CWID and complete legal name.**