

1. How do I order a transcript?

To order an official Collin transcript:

Go to [www.collin.edu](http://www.collin.edu); in Search box type: transcript request

Click on the first "hit": **Transcript Requests** – Collin College

2. Where do I mail a transcript required by Collin?

All official transcripts should be mailed to:

Collin College

Admissions & Records

PO Box 8001

McKinney, TX 75071-8001

3. How do I apply for Admissions?

Go to our website at [www.collin.edu](http://www.collin.edu)

Click on Admissions & Aid

Select Admissions

Choose your category from the four choices

4. How do I know the status of my application?

An email will be sent to the email address given in your application for admission. The email will provide credentials to log into CougarWeb and check eligibility to register.

5. I've been told to complete an Educational History Form (Addendum to my application). How do I do that?

The Educational History Form (Addendum) is provided online:

Go to [www.collin.edu](http://www.collin.edu); in Search box type: forms

Click on first "hit": **Forms** -Collin College

The requested form is listed under Admission Forms

After completion and signature, it can be scanned and emailed to [Admissions@collin.edu](mailto:Admissions@collin.edu)

6. How do I know what testing is needed?

After you've been admitted, you're invited to come to any of our credit campuses (McKinney, Plano on Spring Creek Parkway or Frisco) to speak with an Academic Advisor. In the visit, prior coursework will be reviewed and a testing referral will be provided (if testing is needed).

7. What documents can be faxed?

All documents except transcripts and notarized forms can be faxed to 1.972.548.6702. Please include your name, date of birth and/or Campus Wide ID (CWID) on all documentation.

What documents can be scanned and emailed?

All documents except transcripts and notarized forms can be scanned and emailed to [Admissions@collin.edu](mailto:Admissions@collin.edu). Please include your name, date of birth and/or Campus Wide ID (CWID) on all documentation.

8. Do I really need to provide my high school transcript? I've attended other colleges/universities. I 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 the high school transcript is the easiest way to show Texas residency. If you have attended other colleges/universities and you don't want to provide it, we can take the requirement off your admissions checklist. However, you will need to come to an Admissions and Records Office to prove Texas residency another way.