

# **Send Transcripts to A-B Tech**

## **Summary**

Overview of the process for sending transcripts to A-B Tech

### **College Electronic Transcripts**

A-B Tech can receive official college transcripts from other schools electronically through National Student Clearing House, Parchment, and eSCRIPT-SAFE. Transcripts can be sent electronically through one of these secure sites to [registrar@abtech.edu](mailto:registrar@abtech.edu).

### **College Paper Transcripts**

Official college paper transcripts being sent from another institution to A-B Tech should be mailed to:

Records and Registration Office  
Asheville-Buncombe Technical Community College  
340 Victoria Rd  
Asheville, NC 28801

It can take several weeks for us to receive and process an incoming transcript. We can only accept official transcripts in a sealed envelope. Once we receive a transcript from another school, we're unable to release that transcript back

to the student.

## **High School Electronic Transcripts**

Official high school transcripts can be emailed to our Admissions Office at [admissions@abtech.edu](mailto:admissions@abtech.edu).

Some North Carolina public high schools (including Charter schools) have the capability to electronically send official high school transcripts when you complete the online application to A-B Tech and provide your NC Student Number. The link below has more information about this procedure.

### Requesting and Submitting High School Transcripts

## **High School Paper Transcripts**

Official high school transcripts being sent from another institution to A-B Tech should be mailed to:

Admissions Office  
Asheville-Buncombe Technical Community College  
340 Victoria Rd  
Asheville, NC 28801

It can take several weeks for us to receive and process an incoming transcript. We can only accept official transcripts in a sealed envelope. Once we receive a transcript from another school, we're unable to release that transcript back

to the student.

## **GED/HSE Transcripts**

The following link has instructions for ordering your official North Carolina GED or High School Equivalency (HSE) transcripts: [GED/HSE Record Requests](#).

Official GED/HSE transcripts can be sent electronically to our Admissions Office at [admissions@abtech.edu](mailto:admissions@abtech.edu) or mailed to:

Admissions Office  
Asheville-Buncombe Technical Community College  
340 Victoria Rd  
Asheville, NC 28801

## **Placement Scores**

Students may also send placement test scores (such as SAT, ACT, or EdReady) and CLEP or AP scores to A-B Tech. More information about placement options can be found at [abtech.edu/placement](http://abtech.edu/placement).

## **Evaluating Transfer Credit**

The Registrar's Office does *not* automatically add all possible transfer credits to your A-B Tech academic record. They only transfer in credits that may be applicable to your current academic program. If credits that aren't needed for

your academic program were transferred in, it might have caused you to reach your maximum timeframe more quickly and then lose financial aid eligibility. If you don't see specific credits that you think you should have on your A-B Tech transcript, please email registrar@abtech.edu to request that they be evaluated.

## **View Transfer Credit**

Once we have evaluated an official transcript, you can view transferred credits on your unofficial transcripts in Self-Service.

### [View Unofficial Transcript Online](#)

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Online URL: <https://info.abtech.edu/article.php?id=205>