

How Do I Send Official Transcripts to the NAIA?

Electronic transcripts (if service requests email address, use documents@naia.org):

- Parchment - When sending transcripts through this service, select **Academic Destinations > Missouri > NAIA Eligibility Center**. This is the only way to ensure the transcript will reach the Eligibility Center.
- Escript-Safe
- National Transcript Center
- National Student Clearinghouse
- ConnectEdu
- Credentials' TranscriptsNetwork - When sending transcripts through this service, select **Special Purpose Recipient > National Association of Intercollegiate Athletics (NAIA)**. This is the only way to ensure the transcript will reach the Eligibility Center.
- XAP
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Regular mail (may take 7-10 business days):

NAIA Eligibility Center - Transcripts
P.O. Box 15340
Kansas City, MO 64106

Overnight (using FedEx, DHL, UPS or other shipping company):

NAIA Eligibility Center - Transcripts
1200 Grand Blvd., Suite 100
Kansas City, MO 64106

For regular or overnight mail:

- Transcripts **must** be official. This means they need to be in a school envelope, sealed by a school official and stamped by a school official.
- You may take the sealed transcript provided to you by the school official and place it in a larger envelope to stamp and address yourself.
- **NO** faxed or emailed transcripts will be accepted. See the list below for electronic transcript services used by the Eligibility Center.

What Else Do I Need To Know About Sending Transcripts?

While it is not necessary to include a cover page, sending hard copy transcripts with the cover page speeds processing time dramatically:

- [US HIGH SCHOOL STUDENTS](#) Cover Page

You need to wait to send them until the transcript includes all completed coursework from the school (unless you qualify for an [early decision](#)).

You should send a complete, official transcript as SOON as it is available.