

## What is the difference between an official and unofficial document?

An unofficial and an official document generally contain the same information. However, an official document has a couple of features that an unofficial document does not.

- A document is considered official when received directly from the issuing institution digitally via secure delivery service or PDF, or in a sealed envelope via mail.
- A document that is received directly from the student applicant cannot be considered official.

Transcripts from colleges and high schools must be considered official to meet the application requirements. Examples of how to get official transcripts:

- Request that they are uploaded directly to CommonApp by the issuing institution
- Request that they are mailed directly from the issuing institution to:

**Office of Admission**  
**WWC CPO 6375**  
**PO Box 9000**  
**Asheville, NC 28815-9000**  
**United States**

- Request the transcript through a transcript delivery service either electronically or physically via mail (see above)
  - Do not request that these services send transcripts to you personally. This will deem them unofficial.