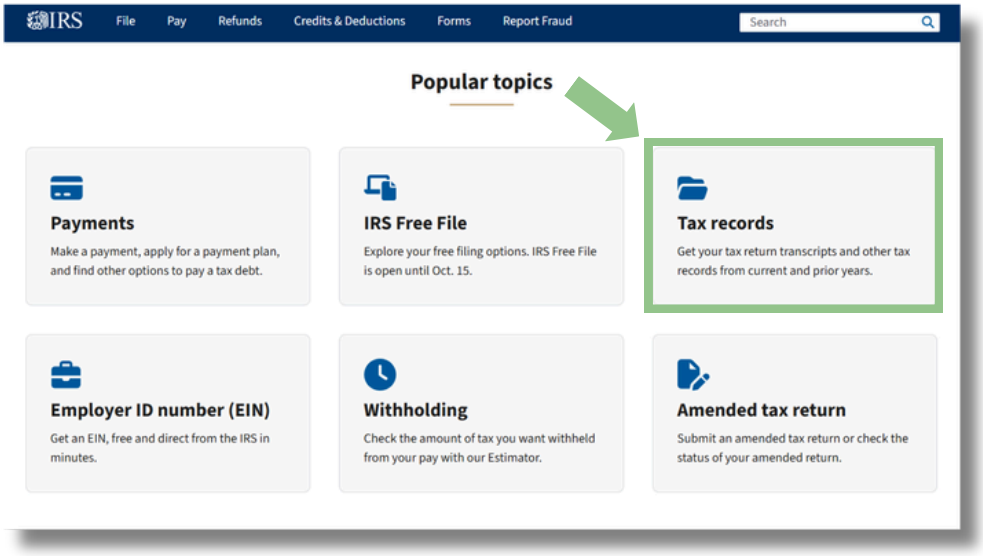
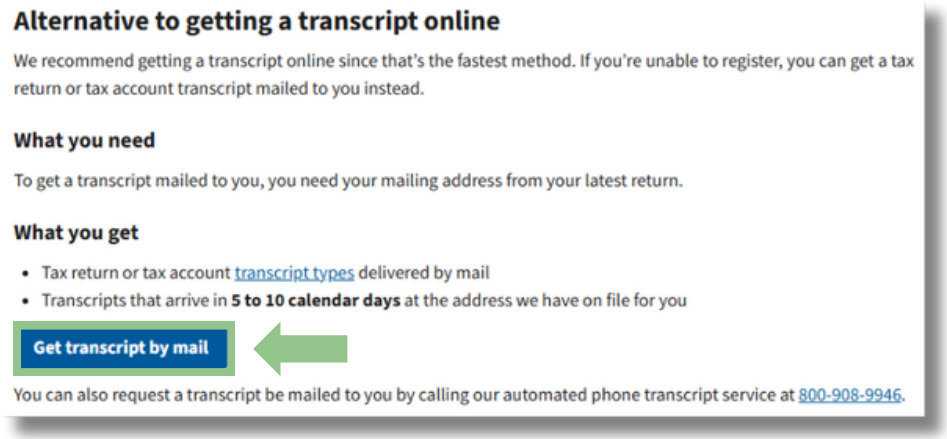
Ordering a tax transcript

If you are selected for verification, colleges can request that you submit a tax transcript. A tax transcript must be ordered directly from the IRS. Below are instructions for ordering a tax transcript online in order to receive a copy via the US Postal Service mail. Click here if you prefer to watch video instructions on ordering a tax transcript.

Step 1: Go to the website irs.gov and click "Get Your Tax Record".

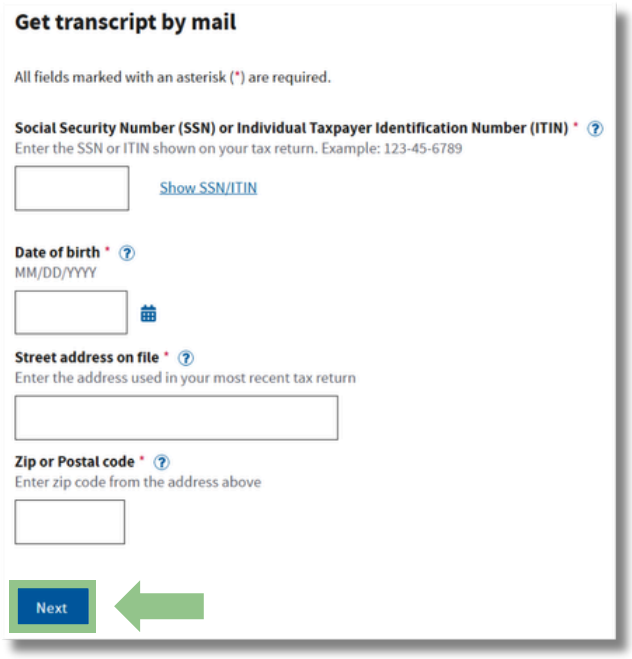


Step 2: Select "Get Transcript by Mail".



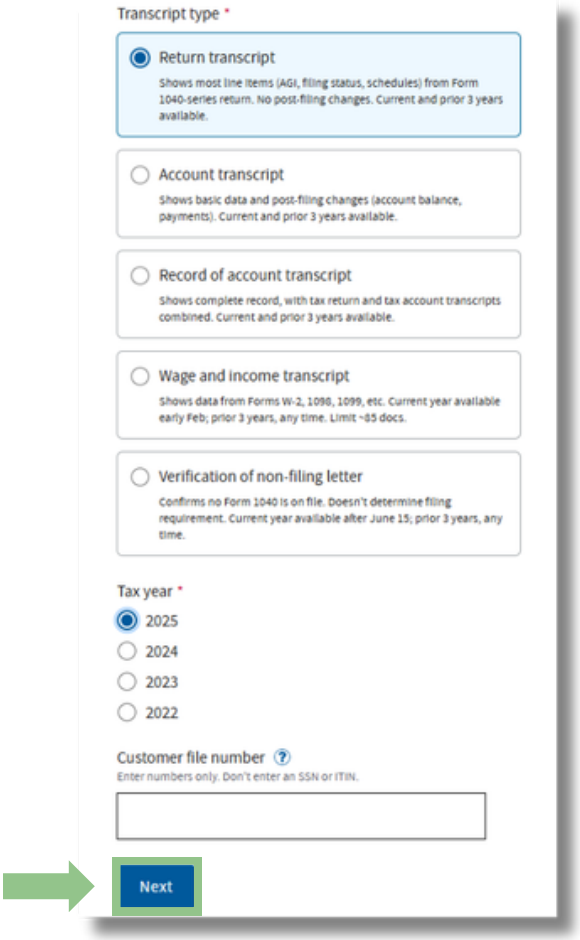
© uAspire 2026

Step 3: Enter the tax filer's information and click "Next".



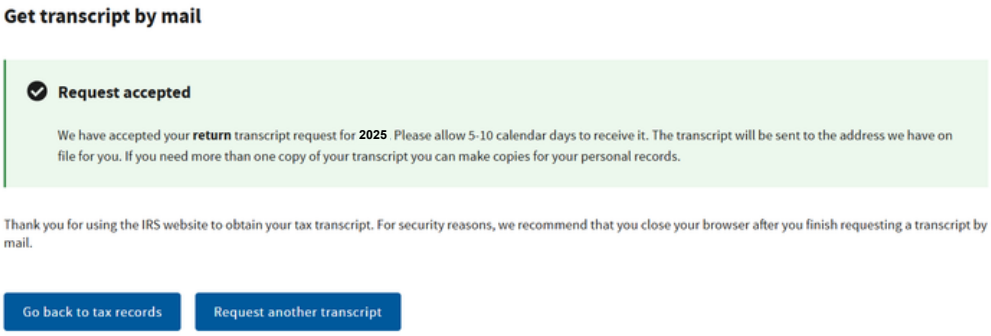
Step 4: For type of transcript, choose "Return Transcript". For tax year, choose "2025", then click "Next".





© uAspire 2026

Step 5: If your request is successful, you will see the screen below and can expect to receive your 2025 tax transcript in 5-10 days. The tax transcript will be mailed to the address listed on the tax form. Once you receive the tax transcript, make a photocopy and send it to whichever college(s) have requested your tax transcripts.



If you prefer to electronically download the tax transcript, click here for instructions.

If you are unable to order the transcript online, please reach out to your uAspire advisor for alternative options.

© uAspire 2026