Step 1: Log onto your previously created account at https://www.aes-educ.org/aesedu/applicant/login.cfm.

Step 2: Once logged in select “Order Sealed Copy.”
Step 3: Carefully review the terms page. If you agree, type your electronic signature in the box and select “Agree & Continue.”
Step 4: Review your information. Personal data is automatically shown based on your original application. If you contact information has changed, please update it here.
Step 5: Determine where to have your additional copies delivered to. If you wish to have the copies go to you, rather than an institution, select the number of copies in the first dropdown box.

If you want to have the copies sent directly to an institution, do not select a number from the dropdown list and continue to Step 6.

Next you will select the delivery method for these copies.
Step 6: To have a copy sent directly to an institution select MAIL INSTITUTION COPY.

Enter the institution address in the box that opens and select REVIEW & PAY.
Step 7: Review your order, select BACK if any information is incorrect.

If everything is correct, enter credit card payment (Visa, Mastercard, Discover only) and SUBMIT ORDER.

Once your request is submitted, you will receive an email from AES with a copy of your application attached. Once the extra copy is prepared, you will receive a final email notification from AES. If you requested mailing, you will receive a separate email notification from the carrier with tracking information.