

Tips to Prepare for and Apply to Graduate School

University Transcripts

What are They?

- A record of all courses taken at a particular college or university.
- A record of any degrees obtained at a particular college or university.

How are They Sent to the Graduate Schools?

- Notify the Registrar's office at each college or university that you have attended of your desire to have your transcripts sent to another university.
- Provide the Registrar's office with all of the names and addresses.
- Pay the required fees (usually several dollars per set of transcripts sent).

When Do I Have Them Sent?

- Make your requests at least four weeks prior to the application deadline.
- Contact the graduate schools one week before the deadline to verify that all of your transcripts have arrived.