

How to Request Official Transcripts

Carson-Newman requires official transcripts from your highest degreed university as well as from any institution where you achieved licensure. Transcripts should show a minimum cumulative GPA of 3.3. If you have copies of your transcripts available, they can be submitted as unofficial transcripts to expedite the admission process; however, official, sealed transcripts are required in order to be fully admitted to Carson-Newman University. Follow the steps below to request transcripts from every school that you have attended:

To Order Transcripts:

There are multiple ways to request transcripts, and each college or university will have their own process.

Typically, the easiest way to order official transcripts is:

- 1 Contact the Registrar's office at your previously attended school, either by phone, e-mail, or through your university's website.
- 2 Submit a transcript request following that school's procedures. Most colleges and universities require a signature or other official request in writing. Many schools have a Transcript Request Form available to download on the Registrar's website. Some will allow you to order transcripts online.



Note: Many colleges and universities charge a small fee for official transcripts. Be sure to enclose your fee with your transcript request to avoid a delay in processing.

- 3 It can often take several days for a transcript request to be processed. When your transcripts are received, the Graduate Information Office will contact you, but if you have not received confirmation within 14 days, please contact us at **(800) 956-8903**.

Please have all official transcripts mailed to:

Graduate Off-Campus Education Programs
Adult and Graduate Studies Admissions
Carson-Newman University
C-N Box 72025
1646 Russell Ave., Jefferson City, TN 37760

OR official transcripts may be sent electronically to:

adult@cn.edu

Remember: An admission decision cannot be made until all official transcripts are received