

Transcript Request Process

Concordia University Chicago requires official, sealed transcripts from all previously attended colleges and universities where degrees were earned. Follow the steps below to request transcripts from each school that you attended.

REQUEST OFFICIAL TRANSCRIPTS:

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

ONLINE:

Official Electronic Copies:

grad.admission@cuchicago.edu

BY MAIL:

- 1 Contact the Registrar's office at your previously attended school, either by phone, email, 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: Some 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 and up to four weeks for transcripts to be reconciled into your file. When your transcripts are received, the Graduate Information Office will contact you, but if you have not received confirmation within 30 days, please contact us at **(708) 957-5994**.

Official Hard Copy Transcripts:

Concordia University Chicago

Attn: Office of Graduate Admission and Student Services #158

7400 Augusta Street

River Forest, IL 60305-1499



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

Please Note: If you received a degree from a foreign institution any international transcripts must be evaluated by a Concordia-approved international credentialing service. Please request a foreign transcript evaluation from one of the following: ECE (Educational Credential Evaluators), WES (World Education Services).