

Transcript Request Process

Concordia University Wisconsin requires official transcripts from high school, along with any previously completed college credits to be fully admitted into the program of your choice. Follow the steps below to request transcripts from each of the schools that you attended.

REQUEST OFFICIAL TRANSCRIPTS:

There are multiple ways to request transcripts, and each high school, 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, email, or through your high school or university's website.
- 2 Submit a transcript request following that school's procedures. 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 schools 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 **(262) 299-7350**.

ONLINE:

If your school allows, please send electronic transcripts to admissions@cuw.edu.

BY MAIL:

You can also send sealed transcripts to:

Concordia University Wisconsin
Attn: Admissions
12800 N Lake Shore Drive
Mequon, WI 53097