

Transcript Request Process

Official transcripts from all colleges and universities attended are required. Transcripts should be mailed or sent electronically to Felician University's Registrar directly from institutions previously attended, or they may be sent by you if mailed in an envelope signed and sealed by the registrar's office of an institution. **Felician requires a 3.0 GPA.**

REQUEST OFFICIAL 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, 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. 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 (551) 288-1230.
- 4 International transcripts must be evaluated by NAACES (<https://naces.org/>) or WES (<https://www.wes.org/>).

ONLINE:

Official, electronic transcripts sent directly from university-to-university may be sent to admissions@felician.edu.

BY MAIL:

Sealed, official transcripts may be mailed to:

Felician University - Attn: Registrar
1 Felician Way
Rutherford, New Jersey 07070

Please let us know if your transcripts are under a name different from the name you used in your application.