



How to Request Transcripts

For M.A. Candidates, Gardner-Webb University requires official transcripts from **all previously attended colleges and universities**, showing a minimum cumulative GPA of 2.5. If you have copies of your transcripts available, they can be submitted as unofficial transcripts to expedite the seat reservation process; however, official, sealed transcripts are required in order to be considered for admission to Gardner-Webb. Students applying for the School Administration Add-On Licensure Program must submit **all master's-level official transcripts, including any past graduate credits**. Note: International students need to obtain an official evaluation of all international transcripts submitted. Follow the steps below to request transcripts from each school that you attended.

TO ORDER TRANSCRIPTS

There are multiple ways to request transcripts, and each college or university will have its 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: Most 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 **(704) 325-2527**.

Please have all electronic transcripts sent to:

gradinfo@gardner-webb.edu

Send hard copy transcripts to:

Gardner-Webb Graduate Admissions Office
P.O. Box 1896
Boiling Springs, NC 28017

Remember: Full admission cannot be offered until all official transcripts are received.