How to Request Transcripts

All applicants must request an official transcript from the institution where the bachelor's degree was conferred and send it directly to the Gardner-Webb University Office of Graduate Admissions. This transcript must show the degree awarded. Applicants to post-master's licensure or add-on programs must also submit an official transcript showing the conferred master's degree. If prerequisite graduate coursework was completed at another institution, additional official transcripts may be required to verify eligibility.

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

> **Students who meet full admission criteria may be registered for one semester while awaiting the official transcript showing degree conferral. A registration hold will prevent enrollment in future terms until the transcript is received and verified.**