

Molloy University requires official transcripts from all previously attended colleges and universities 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.

TO ORDER 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.
- 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 (516)-687-8900.

Please have all official transcripts sent electronically to: graduateadmissions@molloy.edu

Or by mail to:

**Molloy University
Office of Admissions
1000 Hempstead Avenue
Wilbur Arts Center, Room 226
Rockville Centre, NY, 11570**

REMEMBER: An admission decision cannot be made until all transcripts are received.