

Mount St. Mary's University requires official transcripts, either in sealed, signed envelopes or via electronic submission directly from the registrar's office. Unofficial transcripts can be submitted for coursework evaluation only. Official transcripts are needed for acceptance into the programs.

## 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 **(301) 635-0400**.

## ONLINE:

If your college allows, please send electronic transcripts to [frederickadmissions@msmary.edu](mailto:frederickadmissions@msmary.edu).

## SEND BY MAIL:

You can send sealed transcripts to:

**ATTN: Graduate Admissions**  
5350 Spectrum Drive  
Frederick, MD 21703