

Point Park University requires official transcripts from all previously attended colleges and universities, showing a minimum cumulative GPA of 2.75. If you have copies of your transcripts available, they can be submitted as unofficial transcripts to expedite the admission process; however, official, sealed transcripts are required in order to be fully admitted to Point Park University. To be considered official, transcripts must be unopened and come directly from the issuing institution/credential service to us. Please follow the steps below to request transcripts from every school that you have 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, e-mail, 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: Many 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 **(412) 887-1477**.

Please have all official transcripts sent electronically to:

gradadmission@pointpark.edu

Or by mail to:

**POINT PARK UNIVERSITY
Graduate and Online Admission Office**

Attn: Lynn Ribar
201 Wood Street
Pittsburgh, PA 15222

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