

All applicants must submit official/sealed transcripts from all institutions where coursework was completed, even if a degree was not awarded. An official transcript is required for every course for which transfer credit is being requested.

**Please Note:** In addition, once admitted to the MAT program, the student must request ALL official transcripts from every university/college previously attended to be sent to the GaPSC. The transcripts must be submitted electronically by each institution via secure electronic format, such as Parchment or E-Script, to [mail@gapsc.com](mailto:mail@gapsc.com).

### 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, 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 at Thomas University, the Graduate Information Office will contact you, but if you have not received confirmation within 14 days of making a transcript request, please contact us at **(229) 231-1860**.

Please have all official transcripts sent to:



**The Office of Admissions**  
**Thomas University**  
 1501 Millpond Road  
 Thomasville, GA 31792

Or, email official electronic transcripts to:



[admissions@thomasu.edu](mailto:admissions@thomasu.edu)