



How to Request Official Transcripts

Concordia University Irvine requires an official transcript from your highest degree granting institution. Applicants must hold a valid bachelor's degree or higher from a regionally accredited institution. If your highest degree was completed outside of the US, an international evaluation by a NACES-approved evaluation agency verifying the equivalent of a regionally accredited U.S. bachelor's degree or higher is required. See additional details below.

Please note: A credential does not meet the highest degree requirement.

TO ORDER TRANSCRIPTS:

Each college or university has their own process. Follow the guidelines below to request your transcript:

- 1 Search for the Registrar's Office at your previous institution. Transcript request details are most often available on their website.
- 2 Submit a transcript request following that school's procedures. Most colleges and universities have an online request via a third-party service such as National Student Clearinghouse or Parchment. Some institutions may require a signature or other official request in writing.

NOTE: Many colleges and universities charge a small fee for official transcripts.

- 3 It can 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 **(714) 984-0146**.
- 4 Please email any unofficial transcript copies you have to your enrollment advisor. This will be added as a placeholder while we wait for the official transcript to process.

CUI accepts either electronic/digital PDF official transcripts or a sealed/hard copy official transcript.

Important Note: Transcripts sent by an applicant are considered unofficial.

Please have your sealed, official transcripts mailed to:

Concordia University Irvine - Spectrum Campus
ATTN: Graduate Admissions/School of Education
16355 Laguna Canyon Road
Irvine, CA 92618

Please have your electronic/digital PDF official transcript sent via a third-party service directly to:

gradadmissions@cui.edu

Students with International Transcripts

ALL non-US equivalent transcripts must arrive with a certified English evaluation and translation, and evidence of degree posted. The student must have a minimum GPA of 2.75 on a 4.0 scale, or equivalent to that according to the grading system used by the country that a student is applying from. Please note that CUI does not have a translation or evaluation service, and students are responsible to get an official translation and evaluation done by a NACES-approved evaluation agency verifying the equivalent of a regionally accredited U.S. bachelor's degree or higher – CUI prefers international transcripts to be evaluated through IERF. WES or IERF may have an option to send evaluated transcripts through their online portals.

Please ask for a Detail Report (also known as a course-by-course report)

Mail it to: Concordia University Irvine - Spectrum Campus
ATTN: Graduate Admissions/School of Education
16355 Laguna Canyon Road
Irvine, CA 92618