

All applicants must submit official/sealed transcripts from the institution where their highest degree was earned and all institutions where graduate 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.

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, the Graduate Information Office will contact you, but if you have not received confirmation within 14 days, 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