

Union University requires official transcript(s) showing all course work, completion of baccalaureate degree(s), and all graduate credit previously attempted. Even if withdrawal occurred prior to earning credits and even if those credits do not apply to the current degree being sought, official transcripts must be sent from each institution. **Must be a minimum grade point average (GPA) of 3.0 on a 4.0 scale combined.**

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 **(731) 201-0980**.

SEND ELECTRONICALLY:

It is the policy of Union University to only accept electronic transcripts from the institution or from an established provider such as Script Safe, Parchment, National Student Clearinghouse, Docufile. We will not accept copies emailed from the student(s) in any format. Once Admissions has received the transcript(s), the transcript(s) will be printed and stamped as official for Union University.

SEND BY MAIL:

Sealed transcripts may be mailed to:

Union University
Office of Graduate Studies in Education
Attn: Registrar
1050 Union University Drive
Jackson, TN 38305