

Concordia University 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. Follow the guidelines below to request your transcript.

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, email, or through your university's website.
- 2 Submit a transcript request following that school's procedures. Most colleges and universities have an online request service, but 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 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 **(714) 984-0146**.
- 4 Please email any unofficial transcript copies you have to your enrollment advisor. This will allow Concordia University to expedite your file to the review process.

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

Please have your sealed, official transcripts mailed to:

Concordia University Irvine
ATTN: Graduate Admissions
1530 Concordia
Irvine, CA 92612

Please have your PDF/electronic official transcript sent directly to:

gradadmissions@cui.edu

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