



Georgetown College requires official, sealed transcripts from all previously attended colleges and universities where degrees were earned. **For the MA in Education with School Principal Certification (P-12) candidates must hold a Master of Arts degree in education from a regionally accredited institution with a GPA of 3.0 or higher.** Follow the steps below to request transcripts from each school that you attended.

## REQUEST OFFICIAL TRANSCRIPTS:

There are multiple ways to request transcripts, and each college or university will have their own process.

### ONLINE:

Official Electronic Copies:

[grad@georgetowncollege.edu](mailto:grad@georgetowncollege.edu)

### BY MAIL:

- 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 **(855) 765-8728**.

Please have official copies mailed to:

**Georgetown College**

c/o Graduate Education Admissions

400 East College Street

Georgetown, Kentucky 40324



**Remember:** An admission decision cannot be made until all official, sealed transcripts are received.