

Goucher College requires official transcripts, either in sealed, signed envelopes or via electronic submission directly from the registrar's office. Follow the steps below to request transcripts from each school that you attended. We require official transcripts from all degree granting attended colleges/universities

REQUEST OFFICIAL TRANSCRIPTS:

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

ONLINE:

If your college allows, please send electronic transcripts to graduateadmissions@goucher.edu.

BY MAIL:

You can also send sealed transcripts to:

Goucher College

Graduate Programs, Attn: Graduate Admissions
1021 Dulaney Valley
Baltimore, MD 21204

- 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 **(667) 444-2410**.