



Holy Family University requires official, sealed transcripts from all previously attended colleges and universities. 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.

For expedited processing, we recommend that you order your transcripts to be sent electronically, if possible.

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. Many schools have a Transcript Request Form available to download or submit electronically via the Registrar's website.



Note: Most 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 **(800) 946-9570**.

Please have all official transcripts sent electronically to:

gradstudy@holyfamily.edu

Or have official transcripts mailed to:

Holy Family University

Graduate & Extended Learning Admissions Office

9801 Frankford Avenue

Philadelphia, PA 19114