

Park University requires official transcripts from colleges and universities attended that led to teaching certification before a student can be approved as a candidate for graduate study or for a master's degree. If you have copies of your transcripts available, they can be submitted as unofficial transcripts to expedite the admission process; however, you will need to send the official transcripts from the college or university where you earned your initial certification along with either a Bachelor or Master's degree in order to be fully admitted to Park University. Official transcripts will also be needed for any graduate work you would like considered for transfer credits. Follow the steps below to request transcripts:

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, e-mail, 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: Many 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) 946-9802**.

Please have all official transcripts sent to:

Park University
ATTN: Graduate Admissions
8700 NW River Park Drive CPB 104
Parkville, MO 64152

Electronic transcripts can be sent to:

regtrans@park.edu

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