



# How to Request Official Transcripts

An official sealed transcript showing a Bachelor's degree conferral and a minimum GPA of 2.5 is required to be admitted. Official transcripts from all institutions that you attended during your undergraduate career and listed on your graduate application will be required in order to be accepted to the program. Follow the steps below to request transcripts from your Bachelor's degree-granting institution, and or any other institution if needed.

## 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 Submit a transcript request to the Registrar's Office of the schools you attended and follow that school's procedures for requesting a transcript. Most colleges and universities require a signature on a Transcript Request Form or another signed request in writing such as letter. Many schools have a Transcript Request Form available for download on their Registrar's website. Some schools provide an online transcript request process with appropriate identity authentication.



**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.**

- 2 It can take several days for a transcript request to be processed and more for the transcript to be received through the mail, so plan accordingly. If you have not received confirmation of the receipt of each of your transcripts within 14 days of requesting them, please contact us at **(800) 956-8503**.

### Please have all official transcripts sent to:

**University of Saint Joseph**  
**Office of Admissions**  
1678 Asylum Avenue  
West Hartford, CT 06117

**Or have official transcripts sent electronically to:**  
**[graduate@usj.edu](mailto:graduate@usj.edu)**

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



**Note:** Any student who has a GPA below 2.67 on their degree-bearing transcript may be required to complete a personal interview as part of the application for admission process. Please contact the Graduate Information Office at **(800) 956-8503** for more information.