

Curry College requires official transcripts from all previously attended colleges and universities to be fully admitted into the program of your choice. Arrange for sealed, official bachelor's degree transcripts to be sent to Curry College directly from the Institution. **PSL applicants – An official transcript reflecting an earned master's degree in an education-related discipline from an accredited university is required.** Follow the steps below to request transcripts from each of the schools that you attended.

REQUEST OFFICIAL 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, 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 **(617) 326-2110**.

ONLINE:

Official electronic transcripts can be emailed directly from the institution to ccce@curry.edu

BY MAIL:

Hard copy, official transcripts should be mailed to:

Curry College, Continuing and Graduate Studies
1071 Blue Hill Avenue
Milton, MA 02186