Submit Official Transcripts by August 1

As a new student at the Laney Graduate School, you need to submit official transcripts to verify the educational credentials on your application for admission. Please take a moment to read the information below. If you still have questions, we'll be glad to answer them.

**What to Submit**

Submit **final, official** transcripts that reflect all **post-secondary education** and **degrees** you have obtained prior to enrolling at Emory. Each item you listed on your application as an educational background needs to be supported by a final, official transcript.

- **Official** transcripts come to us directly from the educational institution that issues them. Most commonly, the transcripts are mailed directly from the educational institution to us. Sometimes, students submit envelopes that were sealed by the educational institution and have not been opened.

- **All post-secondary education** will include a Bachelor’s degree or its equivalent, as well as post-baccalaureate degrees and other coursework not undertaken for a degree.

- **Final** transcripts means transcripts issued after all courses and degrees were completed.

**Where to Submit**

**Paper Transcripts** – Transcripts should be mailed to this address:

Laney Graduate School, Emory University  
209 Administration Building, Mailstop 1000-001-1AF  
201 Dowman Drive  
Atlanta, GA 30322

Mail will reach us faster if the address includes the mailstop information.

**Electronic Transcripts** – We prefer paper transcripts, but if your institution does not provide them, we will accept official transcripts emailed to lgstran@emory.edu.

**In-Person Transcripts** – If you plan to submit official transcripts in person, visit our office in 209 Administration Building (on 201 Dowman Drive). Remember that you must bring transcripts in unopened, sealed envelopes from the educational institution that issued them.

**When to Submit**

Your official transcripts need to reach us by August 1.

Please do **not** contact us just to confirm that we received your transcripts. If some transcripts are missing, we will contact you shortly after August 1. If we are still missing transcripts at the start of fall semester, you will be unable to register for classes.
Common Questions/Issues

Uploaded Transcripts – The transcript you uploaded with your application are not official, because they did not come to us directly from the educational institutions or in sealed envelopes. Submit official transcripts to verify the uploaded versions.

Non-English Transcripts – Transcripts that are not in English need to be accompanied by notarized translations.

WES Evaluations – If, as part of your application, you requested that a World Education Service evaluation report be sent to your program, then that report will count as your official transcript.

Credits from Exchange or Study Abroad – If you took some courses at a university as part of an exchange, like a study abroad program, and those course credits are reflected on the transcript that includes your degree, then you do not need to submit a separate transcript from the university where you studied as part of an exchange. If you listed that exchange experience as a separate educational experience on your application, you may need to explain to us that the credits are included in another official transcript.

Already Submitted Official Transcripts – If you are contacted by Laney Graduate School or your program for a missing transcript and you think you already submitted an official transcript, please let us know right away, so we can sort out any problems.

Questions?
Contact us at gradschool-l@listserv.cc.emory.edu or 404-727-0184.