

## **Campbell University Divinity School Information on Requesting Transcripts**

All applicants applying to a master-level program at Campbell University Divinity School are required to submit copies of official transcripts to be considered for admission. Below are guidelines for obtaining and submitting transcripts. If you have any questions, please call the Office of Admissions, Campbell University Divinity School, 1-800-760-9827, extension 1830.

### **Important information about official transcripts**

An official transcript is a sealed document that is prepared by your institution and sent directly to Campbell University Divinity School.

**You will need to submit an official transcript from all institutions in which ANY post-secondary academic credit was attempted.** This includes any coursework that you completed and transferred into another institution, as well as any additional graduate-level work you have completed thus far. Each institution has a process by which a student can request transcripts; please check with each individual institution directly for instructions. Campbell University Divinity School cannot request a transcript on your behalf.

### **For students currently completing an undergraduate degree**

For students applying to a master-level program during their final year of undergraduate work, Campbell University Divinity School can accept an official transcript of all completed coursework to date to consider during the application process. Please be aware that, if accepted for admission, an additional final transcript will need to be submitted after graduation. The final transcript will include the degree conferred and date of graduation and is required by the Campbell University Registrar's Office to be on file by the beginning of your entry term.

### **For current and former Campbell University students**

For students who are completing or have completed an undergraduate degree or another program at Campbell University, Campbell University Divinity School can request institutional copies of transcript(s), including any transfer coursework that has previously been submitted to Campbell University, to be submitted for consideration during the application process. Final transcripts will already be on file with the University Registrar's Office after graduation, so an additional copy will not need to be requested. Please note: If academic credits have been attempted at another institution after the student has completed work at Campbell University, then official transcripts will need to be submitted from those institutions as well.

### **How to submit transcripts**

Transcripts can be submitted in the following ways:

- 1) By mail, addressed to: Director of Admissions  
Campbell University Divinity School  
PO Drawer 4050  
Buies Creek, NC 27506
- 2) Electronically submitted by the institution, sent directly to:  
Muriel Lasater  
Admissions & Student Finances Counselor, Campbell University Divinity School  
mlasater@campbell.edu

### **Electronic transcripts information**

While Campbell University Divinity School attempts to work with each individual situation, faxed transcripts or copies of transcripts (i.e., pdf, jpeg) emailed to us by the applicant are not acceptable for consideration for admission. In order to be considered official, electronic copies of transcripts must be sent directly from the institution to Campbell University Divinity School via official electronic transcript submission systems following the above instructions.