

TRANSCRIPT RETRIEVAL GUIDE

⚠️ IF YOU HAVEN'T SUBMITTED YOUR APPLICATION YET, YOU'LL WANT TO DO THAT FIRST. GIVE US A CALL AT 1-800-871-8635 FOR ASSISTANCE!

CONGRATULATIONS ON SUBMITTING YOUR APPLICATION!



You're one step closer to continuing your education at the University of Louisville. Now is the time to request your official transcripts from all previous institutions.

RETRIEVAL PROCESS

Typically, official transcripts can be requested from any institution's Registrar office via their website (recommended), in-person or by mail.

DID YOU KNOW?

The Registrar is the office within a university responsible for maintaining all student records.



ONLINE REQUEST STEPS



STEP 1:

Search the web for "[Your School's Name Here] transcript"



STEP 2:

Submit the web request for your official transcripts



STEP 3:

Have transcripts sent directly to the University of Louisville
(electronic transcripts preferred)



STEP 4:

Repeat for all institutions you've attended

WHERE TO SEND INFO

UNDERGRADUATE

University of Louisville
Office of Admissions, Dept. AO
Louisville, KY 40292
adetran@louisville.edu

GRADUATE

University of Louisville
School of Interdisciplinary and Graduate Studies
2211 S Brook St,
Houchens Bldg, Rm 105
Louisville, Kentucky 40292
gradadm@louisville.edu



IMPORTANT! If you previously went by a different name, we advise you email admissions with this information to ensure your transcripts aren't held up in processing

NEXT STEPS



Check your admission status
Login to [ULink](#) > Click on the "Student Services" tab > Click "View My Application Status"
Make sure you [activate your ULink and UofL e-mail account](#) first.



Provide other admission documents (test scores, writing samples, etc.).



Look into tuition assistance options and file for financial aid through FAFSA.
UofL's school code: 001999



Be on the lookout for emails, phone calls, or texts from our staff—we'll reach out if anything is missing!

WE'RE HERE TO HELP

Your journey is unique—and we realize that. This guide is meant to be a quick and easy reference for requesting your transcripts, but it may not address your unique circumstance. If you have questions about transcripts retrieval and application status, or feel any anxiety about the admission process, please reach out anytime.



Call:
1-800-871-8635



Live Chat:
louisville.edu/online



Email:
online@louisville.edu