RETRIEVAL PROCESS

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

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

TRANSCRIPT RETRIEVAL GUIDE

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

WHERE TO SEND INFO

UNDERGRADUATE
University of Louisville
Office of Admissions, Dept. AO
Louisville, KY 40292
adtrans@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

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.

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 email 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

UNIVERSITY OF LOUISVILLE