

## Enrollment Step 8: Submit Your Official Transcripts - FAQ

- **What must be included on an official transcript?**

Official transcripts must include a graduation date and all completed courses.

- **How do most high schools send transcripts to ONU?**

Many high schools will have you order transcripts through [Parchment](#), which then sends an official copy directly to ONU.

- **Can my high school email or mail my transcript to ONU?**

Yes. High schools may send transcripts to ONU by email or by mail, as long as they send them directly to us. Official transcripts can be emailed to your [Admissions Counselor](#) or to [admissions@olivet.edu](mailto:admissions@olivet.edu). They can be mailed to:

**Olivet Nazarene University Admissions**  
**1 University Avenue**  
**Bourbonnais, IL 60914**

- **Who must send the official transcript—can students send it themselves?**

Official transcripts must always be sent directly from the school or transcript service to ONU. *Sealed and unopened* transcripts delivered by the student may be accepted if they are clearly official.

Transcripts from **homeschooled students** are considered official when they are sent directly from the parent or homeschool administrator to ONU. The transcript must also include the last four digits of the student's SSN.

- **If I took college classes while in HS, do I still need a separate college transcript?**

Yes. If a student took college classes in high school, they must request an official transcript *directly from the college that granted the credit*. A high school transcript listing those credits is not sufficient.

- **How do I submit official test score reports (SAT, ACT, AP)?**

Official **SAT** and **AP** score reports must be requested from [College Board](#). Official **ACT** score reports must be requested from the [ACT website](#).