Submit Your Official Transcripts – FAQ

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

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

- **I'm a transfer student. What are ONU's transfer transcript requirements?**

  ONU requires official transcripts sent directly to ONU from every college or university you have previously attended. A transcript from one school that lists classes taken at another institution does not meet this requirement. Each institution must send its own official transcript.

  Transcripts are not considered official if they are sent to ONU from the student. All official copies must be sent by the issuing institution through their registrar or official transcript service.

  ***Class registration holds and athletic ineligibility may occur if official transcripts are missing!*

- **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**. 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, 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.

- **What if I took college classes while in high school? Do I still need a separate 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**.