



Purpose:

This resource is designed to guide you through the process of requesting and submitting your academic transcripts as part of your application for the Katz Executive MBA program. This includes documentation of your permanent academic records from all academic institutions attended, and typically includes all courses taken, grades and honors received, and degrees conferred upon you.

Action Steps:

- 1. Contact Your Academic Institution/s.** You will need to contact *all* colleges and universities from which you have received degrees and request that your *official* transcripts be sent to the Katz Executive Programs office. *Digital transcripts are preferred.*
- 2. Determine How You Will Need to Request Your Transcripts.** Visit your institution's website to determine if they will accept transcript requests via phone or digitally/online.
- 3. If Your School Accepts Electronic or Phone Requests.** If your institution accepts transcript requests via phone or digitally/online, please follow the instructions found on their website to make the request. You may be required to prove your identity.
- 4. If Your School Does NOT Accept Electronic or Phone Requests.** If your institution does NOT accept transcript requests via phone or digitally/online, please follow the steps below.
 - a. Locate the Office of the Registrar at Your Institution.** This is the office responsible for Student Records and Transcripts. Note, some registrar's offices maintain separate departments for undergraduate and graduate records.
 - b. Gather Your Personal Information.** Most institutions require you to provide your full name, current address, phone number, social security number or student ID number, graduation year and dates of attendance, your signature, the number of copies you need, and the names and addresses of the transcript recipients.
 - c. Submit Your Request in Writing.** Send a written transcript request via certified mail to your institution's registrar's office. Note, most institutions will deny transcript requests if the student owes the institution money or has outstanding holds.
- 5. Send Transcripts Directly to Katz Executive Programs.** Digital transcripts are preferred and should be sent to:
executiveprograms@katz.pitt.edu

Hard copy transcripts should be mailed to:
University of Pittsburgh
Katz Graduate School of Business
Attn: Director Executive MBA Program
5th Floor, Alumni Hall
4227 Fifth Avenue
Pittsburgh, PA 15260



University of
Pittsburgh

Executive MBA Programs
Joseph M. Katz Graduate School of Business





Action Steps, cont.:

6. **Requirements Regarding International Degrees.** Candidates with *degrees from international higher education institutions* will need to work with an international credentialing service to have their transcripts and degrees verified. An official report must be sent directly from the credentialing service to Katz Executive Programs at either the email or mailing address noted in Step 5 of this document. Please speak with your outreach specialist for further details regarding required documentation and process.
7. **Be Prepared to Pay Processing Fees and/or Mailing Costs.** U.S. transcript fees are typically under \$10, but will vary by institution.
8. **Receive Confirmation from the Executive Programs Office.** Electronic transcripts may take 24 to 48 hours to be received. Hard copy versions sent through the mail can take 1-2 weeks or longer to be received depending on the originating location, especially overseas. Once received by the Katz Executive Programs Office, your recruiter will send you a confirmation.

Important Notes:

- ✓ Katz requires that you to submit *official* transcripts from all colleges and universities you have attended. Depending on your institution, you may be able to request transcripts electronically, by phone or through the mail.
- ✓ Official transcripts can be received directly from you *only* when the transcript is *enclosed in the sealed envelope* from the college or university *and* has a signature or seal on the envelope.
- ✓ Transcripts that are scanned, copied or previously opened *are not considered official and would not meet the admission requirement*. Unofficial transcripts (copied, scanned, previously opened) may be submitted as part of your initial candidate review; however, official transcripts for all candidates must be received prior to admission.
- ✓ Transcripts may be sent electronically or via U.S. mail to the Katz Executive Programs Office. Electronic delivery is preferred.
- ✓ Candidates with *degrees from international higher education institutions* should speak with your outreach specialist for details regarding required documentation and process for obtaining official transcripts.

Contact Information

EMAIL: executiveprograms@katz.pitt.edu

PHONE: 412-648-1600



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