

Please order and submit all official transcripts required to complete your application to UMass Global at admtranscripts@umassglobal.edu. The information below is available to assist with ordering official transcripts from your previous institutions, military services, or official score reports.

Please note: Applicants applying with less than 12 units must submit evidence of high school completion or equivalent, which may consist of high school diploma or transcript, HiSET or GED.

Ordering Your Transcript

Access your institution's website and search for the *Transcript Request* link. This will pull up the method to request your official transcript and follow the instructions.

It is recommended that the transcript be sent electronically to admtranscripts@umassglobal.edu. This is the quickest and safest method. If the institution does not offer electronic delivery, it can be sent by mail to:

UMass Global
Office of Admission
16355 Laguna Canyon Road
Irvine, CA 92618

Please allow 10 business days for us to receive transcripts delivered by mail.

We accept transcripts from the issuing institution by email. These transcripts must be sent directly to admtranscripts@umassglobal.edu in order to be considered as official.

If the transcript has not been delivered to UMass Global within the expected time frame, please contact the institution for an update. You should also receive a confirmation email receipt to reflect the delivery status.

If you have any questions please contact the Office of Admission at 877-516-4501 or admtranscripts@umassglobal.edu.

An **official transcript** is a complete representation of a student's academic record. It is received directly by UMass Global from the issuing institution. It must be in a sealed envelope or sent electronically.

Please make sure you report to the Office of Admission any and all possible names appearing on previous academic record(s).

MILITARY TRANSCRIPTS

To request a military transcript or form, the following websites have been provided for your convenience:

- Joint Services Transcript (JST): With the authorization of the applicant, the Office of Admission can order your Joint Service Transcript (JST). The authorization can be done during the application process. If you prefer to order your JST directly from the website, please visit:
<https://www.militaryonesource.mil/education-employment/for-service-members/preparing-for-higher-education/the-joint-services-transcript-for-military-personnel>

Community College of the Air Force (CCAF):

<http://www.airuniversity.af.mil/Barnes/CCAF/Display/Article/803247/>

Please note that the Office of Admission does not have access to order these transcript on behalf of the applicant.

- DD Form 214 – report of separation <http://www.archives.gov/veterans/military-servicerecords/>

HELPFUL LINKS TO ORDER TRANSCRIPTS FOR EXAM CREDIT

- Defense Acquisition University: <https://www.dau.edu/training/p/Request-Transcript>
- Defense Language Institute Foreign Language Center (DLIFLC):
<https://www.dliflc.edu/administration/registrar/transcripts-records/>
- DLIFLC FORM 220:
<https://www.dliflc.edu/wp-content/uploads/2019/10/AUG2019-DLIFLC-Transcript-Request-Form-220.pdf>
- ACE – American Council on Education: <https://www.acenet.edu/Programs-Services/Pages/Credit-Transcripts/Request-Transcripts.aspx>
- CLEP – College Level Examination Program: <https://clep.collegeboard.org/>
- DSST - formerly known as the DANTES Subject Standardized Tests: <http://www.dantes.doded.mil/service-members/transcripts/index.html>
- AP Scores - Advanced Placement Scores: http://www.collegeboard.com/student/testing/ap/exgrd_rep.html