

## Official Transcript Policy:

The official transcript(s) you submit to the university for your transfer work to be built onto your record:

- Must include documentation of all post-secondary course work completed for which college credit was awarded, including course work completed during high school (except for AP credit).
- Must be sent directly to Capital from each institution where credit was received.
- Is ordered from your institution's registrar's office and emailed from the institution electronically to **transcripts@capital.edu** using a secure system (examples include Parchment, Docufide and Escript).
- Transcripts must come directly to us from the issuing institution; they cannot come from the applicant, even if they're in a sealed envelope.

If the institution is not able to send official electronic transcripts, you may order them to be mailed to us at:

**Office of Admissions 1 College and Main Columbus, OH 43209-2394**

A complete transcript:

- Shows all work completed to date for each institution as indicated by the dates of attendance you provided on your application.

Does not include in-progress courses or courses without a final grade or result. If you were completing course work when you applied and you are admitted, you are required to have a final official transcript for that work sent to the institution once grades are listed on your transcript.

An official transcript is not:

- A document you have downloaded for free from your university's website. This includes documents labeled "unofficial," "issued to student," "advising report," or "grade card" and web summary records.
- Transfer credit from one institution summarized on the transcript of another.