

## **Submitting official transcripts to the UA Little Rock Graduate School**

An official transcript is an electronic or paper copy of your bachelor's degree transcript that is sent directly to UA Little Rock from the university or college where you earned your degree.

Depending on your individual university, getting an official transcript sent may require just a few days to more than a month. You will need to contact the records office at your university to find out how to request an official transcript, and you may be required to pay a fee to have it sent to UA Little Rock.

Electronic official transcripts should be sent to [gradschool@ualr.edu](mailto:gradschool@ualr.edu).

Paper official transcripts should be mailed to

UA Little Rock Graduate School  
2801 S. University Ave., LIB 501  
Little Rock, AR, USA 72204

**Please use the address format exactly as shown above.** Using a different address format may cause your transcript to arrive late or be lost in the mail.

When you initially apply to a graduate program, our admissions application will allow you to upload unofficial transcripts. Unofficial transcripts are digital or scanned copies of your transcript that you personally can access.

We allow you to upload unofficial transcripts as a short term measure so that program coordinators can more quickly evaluate your qualifications for their graduate program.

**However, we cannot offer you an admission letter until we have received official transcripts from your university.** Official transcripts are required for all international students by United States immigration law.

**Please arrange to have your official transcripts sent to us as soon as possible** to avoid delays in processing your application and admission letter.