



# OFFICIAL TRANSCRIPT OVERVIEW

Per university policy, official transcripts from each college and/or university attended are required to be sent to FSU. Failure to send in your official transcripts **will result in a registration hold placed on your student account.**

Official transcripts must be sent to FSU directly from your prior institution to be **deemed official**. **Any transcripts sent to FSU from the student will be considered unofficial.**

Please visit our **admission procedures** page for a more comprehensive outline of official transcript requirements.

## FSU ALUMNI OR PREVIOUS APPLICANTS

- If you are an FSU alumnus or have previously applied to FSU, you may request the Juris Master Program to access and download transcripts already on file with the university.

## HOW TO SEND OFFICIAL TRANSCRIPTS

Official transcripts can be sent to the Juris Master Program via electronic submission or by mail. Electronic submission is the fastest and preferred option.

- **OPTION 1:** Send transcripts electronically to **law-jurismaster@law.fsu.edu** directly from each college and or university attended.
- **OPTION 2:** Send transcripts electronically to the Office of Admissions at Florida State University by selecting Florida State University as the recipient. Please inform the Juris Master Program if official transcripts were sent electronically by selecting our school or school code so that they can be downloaded from the main admissions office.
- **OPTION 3:** If your institution does not allow electronic submission, transcripts can be mailed to:

Florida State University College of Law  
Attention: Juris Master Admissions  
425 West Jefferson Street  
Tallahassee, Florida 32306

***Please note: Mailed transcripts can take up to one month to reach the Juris Master Program.***

If you have any questions, please reach out to us at  
**law-jurismaster@law.fsu.edu**

# OFFICIAL TRANSCRIPT FAQs



## **Where do I go to request an official transcript?**

While each college/university is different, the best point of contact is the school's registrar's office. Most institutions readily have all the information listed on their websites on how to request official transcripts.

## **How do I confirm that FSU received my transcript?**

Whether they utilize a third-party transcript service, most institutions will send you a confirmation once an electronic transcript has been received. You can also email the Juris Master Program at [law-jurismaster@law.fsu.edu](mailto:law-jurismaster@law.fsu.edu) to receive confirmation of the transcript receipt.

If you mailed your transcript, check with your institution to determine whether you can receive tracking information.

## **What is the fastest way to deliver my official transcript?**

Electronic submission is the fastest form of delivery. Depending on the institution, it can take 30 minutes or less for the transcript to be electronically delivered.

## **I attended a college/university but did not graduate. Do I still have to request my official transcript?**

Yes. Per university policy, all previously attended colleges or universities must send FSU your official transcript.

## **My last attended college/university official transcript shows transfer credits from previous colleges/universities. Do I still need to request transcripts from each college/university?**

Yes. Per university policy, all previously attended colleges or universities must send FSU your official transcript. Transfer credits posted on the record of another institution are not accepted in lieu of submitting the official transcript from the original institution.

## **What if I owe money to my previous school?**

Most colleges will not provide previous students with their official transcripts if they owe the college/university money. There will be a hold placed on your account. You will need to reach out to your previous institution and discuss your options for lifting the hold/acquiring your transcript.

## **What if my previous school is closed?**

If your school is closed and no longer exists, you'll need to request your transcripts from the Department of Education in the state where you attended school. The US Department of Education has a searchable list by state [here](#).

## **I have other transcript questions. Whom should I contact?**

Please reach out to us at [law-jurismaster@law.fsu.edu](mailto:law-jurismaster@law.fsu.edu).

