



OFFICIAL TRANSCRIPTS/DOCUMENTS (STEP 6 OF 6)

Instructions for submitting Official transcripts/scores/documents:

- Applicants are responsible for providing official transcripts from all previously attended educational institutions.
- Undergraduate Applicants:
 - Official High School transcript or GED Certificate: Undergraduate applicants with less than 60 college credit hours must submit an official high school transcript certifying graduation and credits completed. Applicants who have not completed high school must submit the official report of the General Education Development Test (GED). For transcripts to be considered “official”, they must be sent in a sealed envelope from the High School through the mail.
 - Official College transcript(s): Transfer students are responsible for providing official transcripts from all previously attended educational institutions— even if only one class. For transcripts to be considered “official”, they must be sent in a sealed envelope through the mail from the institution or sent via email directly from the institution.
 - Official SAT or ACT Score(s): Entering freshmen and transfer students must submit official results of the ACT or SAT, unless the student has 30 hours or more of transferable credit.
 - Proof of Bacterial Meningitis Vaccination: Criswell College requires all incoming students under the age of 22 to provide documentation or proof that they have had the Bacterial Meningitis Vaccination within the last 5 years.
- Graduate Applicants:
 - Official College transcript(s): Graduate students are responsible for providing official transcripts from all previously attended educational institutions— even if only one class. For transcripts to be considered “official” they must be sent in a sealed envelope through the mail from the institution or sent via email directly from the institution.
- Transcripts may be emailed to enrollment@criswell.edu or physically mailed to:
 - Admissions Office
 - Criswell College
 - 4010 Gaston Ave.
 - Dallas, TX 75246
- If you have any questions contact enrollment@criswell.edu for further assistance.

All materials submitted during the admissions process become property of Criswell College and will not be returned.

