

# MARIST

## **Sending Official Transcripts**

- Official, Original, Sealed transcripts must be sent directly by your prior college to Marist.
- Transcripts must be in an envelope that is stamped and sealed by your prior college or university.
- Transcripts that are sent to students are not accepted as official transcripts.

### **The mailing address for the transcripts is:**

**Marist College  
Enrollment Services Department LT 120  
3399 North Road  
Poughkeepsie, NY 12601  
United States of America**

### **Required transcript pages**

- All semester memos
- Supplemental memos (if issued)
- Consolidated memos
- Provisional certificate or OD

### **Transcripts must be validated** before you will be allowed to register.

- It takes about one week after transcripts are received for the transcripts to be validated.
- You will receive an email once the process is completed.

### **Marist will keep these transcripts.**

- Transcripts sent to Marist cannot be returned to you or forwarded to other colleges or universities.

### **Transcripts should be sent immediately after you are accepted, or as soon as they are issued.**

- Delaying sending transcripts may result in your being unable to attend Marist and losing your deposit.
- If classes fill before your transcripts arrive your name can be placed on a Wait List. There is no guarantee of enrollment from the Wait List.
- You may use your VISA to attend in the next semester if you cannot enroll this semester.