TRANSCRIPT RETRIEVAL GUIDE

For your convenience, we’ve put together a guide to help you with the process of ordering your transcripts. We encourage you to print this guide so you can track your progress.

GETTING STARTED

Contact Your School(s)
Start as soon as possible. Call, email, or visit their website to inquire about requesting your transcripts.

Every School Counts!
Ensure that an official transcript is ordered from each college, university, or post-secondary institution attended.

CONFIRM DELIVERY METHODS

Electronic Delivery
Be sure to confirm your school(s) send transcripts to the following email address: applyduonline@drexel.edu

U.S. Mail Delivery
For direct mail, be sure they send them to the following address:
Drexel University Online
PO Box 34729
Philadelphia, PA 19101

TRACK YOUR PROGRESS

Take Notes As You Go
For your own benefit, keep track of your request(s) by noting key details along the way.

See Page 2 Of This Guide
On page 2 of this guide, note key dates and delivery methods using the "Track Your Progress" section.

AFTER ORDERING YOUR TRANSCRIPTS

Secure Application Documents
Visit your program of interest’s page at online.drexel.edu for more info.

Track Orders On Your Discover Drexel Portal
Receipt of your documents may take up to 10 business days.

Solidify Your Financial Plan
Your enrollment counselor can help you with identifying payment options.

QUESTIONS/CONCERNS?

We’ve done our best to fit as much helpful information in this guide as possible. However, we understand that each applicant has a unique situation, and we’re happy to accommodate should you require additional assistance.

For expert support beyond what is provided in this guide, please call our toll-free number at 1-877-215-0009 or email duonline@drexel.edu