

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



TRACK YOUR PROGRESS

For your own benefit, keep track of your request(s) by noting the following dates for each college, university, and secondary institution:
(We recommend contacting your respective school(s) for said details)

Name of School: _____.

I placed my order to this school on _____.

My order was processed on _____.

My order was sent on _____.

My order was sent via direct mail/electronically (circle one).



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