MARIST

Sending Official Transcripts

Official must be provided to Marist before you can register for courses.

Sending transcripts by email:
- The email address for the transcripts is: graduate.processing@marist.edu
- Emailed transcripts must come from an official email at your prior college/university
- The Office of Examinations email is the preferred email address
- Gmail addresses or other public email addresses are not accepted for transcript delivery.

Sending transcripts by courier:
- Transcripts can be sent in envelopes sealed by the originating college, sent by courier directly to Marist.
- If the college envelope was ever opened, the transcript is no longer official to Marist.
- Transcripts in envelopes sealed by the originating college, sent to students, may be forwarded to Marist.
- Consultants may send transcripts by courier on the students' behalf.

The mailing address for couriered 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.