



Loyola Marymount University
School of Education

Graduate
School of Education
Transcript Submission

Transcripts are sent directly to Loyola Marymount University from the issuing college/university institution. Please contact the Registrar's Office of each college or university you have attended and request that your official transcripts be sent direct to LMU. LMU requires a bachelor's degree for graduate level coursework with a 3.0 GPA minimum. [Alternative options include 3.05 in last 60 semester (90 quarter) units or a 3.0 in at least 9 semester units of graduate degree work, or a [Request for Exception to the GPA Requirement Form and Statement](#) and upload with, in addition to, your *Personal Statement*. Your School of Education Graduate Admission Counselor can also supply you with these instructions if applicable.]

Applicants who completed coursework at a community college, particularly courses that meet CTC requirements for a credential, such as Basic Skills or U.S. Constitution, are also required to have these official transcripts sent direct to LMU. Be sure to include in your application the community college(s) in your list of institutions that you attended.

*Those who obtained their **Bachelor's degree from LMU** (entering a credential program) are also required to personally request using Registrar's Office process, an official set of LMU transcripts be sent electronically, after their BA has posted.*

Instructions/Email/Address:

The issuing institution may either send the transcripts **electronically** to graduateadmission@lmu.edu (if via Credentials Solutions or Parchment, **see instructions below**) or they may mail the official transcripts to: Graduate Admission Office, Loyola Marymount University, Charles Von der Ahe Building, Suite 235, 1 LMU Drive, Los Angeles, CA 90045. Mailed transcripts may take 2-3 weeks to arrive so we encourage you to send the transcripts electronically.

Electronic Transcripts sent via Credentials Solutions (many colleges/universities use this service):

If the institution that you are requesting your transcript from uses Credentials Solutions, Inc., please follow these directions to have the transcript sent to us **electronically**.

- On the Recipients tab, select "**Enter Recipient Manually**" ~ do NOT select "Search our Recipient Table" as those go to our undergraduate branch instead.
- Enter "Recipient Email" as graduateadmission@lmu.edu
- Enter "Recipient Information" as Graduate Admission Loyola Marymount University 1 LMU Drive, Suite 235 Los Angeles, CA 90045 310-338-2721
- Follow the instructions to complete the order

Electronic Transcripts sent via Parchment (many colleges/universities use this service):

If the institution that you are requesting your transcript from uses Parchment, please follow these directions to have the transcript sent to us **electronically**.

- When searching for the university, type “Loyola Marymount University” - you will then see the option for “**Loyola Marymount University – GRADUATE ADMISSIONS ONLY**”. Select that option ~ do NOT select “Loyola Marymount University – UNDERGRAD ADMISSIONS ONLY” as those go to our undergraduate branch instead.
- Follow the instructions to complete the order

International Transcripts:

Applicants who completed their undergraduate degree at an international institution, please see [alternate instructions](#) for transcript evaluation and submission.