

MARIST

Sending Official Transcripts

Official must be provided to Marist.

- Transcripts sent in envelopes sealed by the originating college, sent by courier directly to Marist.
- Transcripts in envelopes sealed by the originating college, sent to students, then forwarded to Marist without having the envelope opened. Consultants could mail on the students' behalf.
- Transcripts emailed to Marist from an official college email, preferably the Office of Examinations.

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.

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.

3399 North Road, Poughkeepsie, NY 12601 graduate@marist.edu