

**To submit your official documentation, follow the directions below:**

- **TRANSCRIPTS (Official):** Please request official copies of your transcript(s) from any higher education institution where you completed 12 or more credit hours. Transcripts are considered official when they are sent directly from your previous institution to SMU. This should include a final transcript from your bachelor's degree conferring institution. A final transcript is printed after graduation and includes information about your degree(s) conferral.
  - **ELECTRONIC PDF DELIVERY (PREFERRED):** If your school provides an electronic delivery service, secure PDFs of transcripts may be ordered **directly** from the registrar to: [coxgradtranscripts@smu.edu](mailto:coxgradtranscripts@smu.edu). **This option is highly recommended as it is quicker and less likely to get lost in transit.**
  - **HARD COPY DELIVERY:** If electronic delivery is not offered, we also accept official transcripts **sent directly from the issuing undergraduate institution** in a sealed envelope to the **exact address as listed below:**

**Via Postal Mail Only (USPS)**

SMU Cox School of Business  
Attn: Graduate Admissions  
P.O. Box 750521  
Dallas, Texas 75275

**Via Courier Service (FedEx, DHL)**

SMU Cox School of Business  
James M. Collins Executive Education Center  
3150 Binkley Avenue, Suite 300 K  
Dallas, Texas 75275  
USA  
Phone: 1-214-768-3077

- **Transcript FAQs:**

- I thought I submitted my official transcript(s) during the application process. Why do I need to order them?
  - **An official transcript is one that comes directly to our office from your institution's registrar.** Transcripts uploaded to the application are UNOFFICIAL since they are ordered by the applicant and have been previously opened. Transcripts ordered to you and attached in an email to our office are UNOFFICIAL since they are not sent by the registrar. Requiring official transcripts during the application process and/or after admittance is standard practice amongst graduate schools in order to verify degrees and GPAs. We review unofficial transcripts for the admissions review process and only require the officials after an applicant has been admitted and paid the deposit.
- I am ordering my transcript and there is an option to select SMU from a drop-down menu or send to a prepopulated address. What should I do?
  - Most universities do allow the student to list a recipient manually. Do not select SMU from a drop-down menu as your transcript will be sent to Undergraduate Admissions or Dedman Graduate Studies. Research & Grad Studies is in the Dedman School and not the Cox School of Business. We do not share admissions systems with other departments for privacy reasons. If there is no option to manually enter [coxgradtranscripts@smu.edu](mailto:coxgradtranscripts@smu.edu) or our address, please notify us and we will work with you.
- I ordered my transcript and it still shows "Awaiting" after a period of time. What happened?

- Please first double-check the recipient address to ensure it was listed correctly ( [coxgradtranscripts@smu.edu](mailto:coxgradtranscripts@smu.edu) ). If it is correct, email [kristy@smu.edu](mailto:kristy@smu.edu) for assistance.
- Is an official transcript needed for my transfer credits if my grades are on my bachelor’s transcript?
  - Yes, a separate, official transcript is required from any institution where 12+ credit hours were earned.
- **For Students who previously attended SMU:** You do not need to request a transcript to be sent to our office by the registrar. Our office will collect your academic record on your behalf. This will be reflected on your checklist as transcript “Waived”. Our office will check that your record is consistent with what was submitted at the time of your application, including verifying a final graduation date. If we have questions, we will reach out to you directly.
- **For International Students only (Degree Certificates):** We require that you send an official copy of your degree certificate with your transcript.
- **For Transfer Credits:** Please request an official copy of your transcript(s) from any school where you earned 12 or more credit hours toward your degree. This can include transfer credits and dual credit courses. Refer to your checklist to find out which transcripts we require.
- **For Graduating at a Future Date (Current Undergraduate Students):** Please remember that we will require an **official copy of the final transcript**, meaning you have graduated and your degree(s) conferred. It is recommended that you wait approximately 6 weeks after graduation to request an official transcript from your undergraduate university in order to allow ample time for your registrar to process degree conferrals and reflect them on official transcripts. This will help you avoid having to resend an official transcript that has not posted a degree yet. Some universities offer a “hold for degree” option during the transcript ordering process - only select this option if you have not graduated yet.
  - You will continue to receive automated email reminders until your official transcript is received by our office. **An official transcript is not required until you have graduated.**

### TEST SCORES

- **GRE Score Report (Official):** Please arrange to have your official test scores released by ETS so that we may access them online. Our ETS Institutional code is **6660**.
- **GMAT Score Report (Official):** Please arrange to have your official GMAT test scores released by GMAC so we may access them online. Our GMAT school code for each program is below:

HWG-KN-06	Two-Year Full-Time MBA
HWG-KN-29	One-Year Full-Time MBA
HWG-KN-47	MS in Business Analytics
HWG-KN-89	MS in Management

HWG-KN-90	Professional MBA
HWG-KN-73	MS in Finance
HWG-KN-59	MS in Accounting
HWG-KN-27	Online MBA

- If you did not list SMU as a school to receive your GRE, GMAT, or TOEFL score report on test day, it can take up to 10 business days for your score to pull after placing the order.
- **TOEFL Score Report (Official)**: Please arrange to have your official test scores released by ETS so that we may access them online. Our ETS Institutional code is **6660**.
- **IELTS Score Report (Official)**: We will verify your scores online using the test report form number. If you did not include a copy of your report with the TRF number in the application, please email it to [kristyb@smu.edu](mailto:kristyb@smu.edu).
- **Executive Assessment Score Report (Official)**: Please designate SMU as a school to receive your scores. This will allow us to access your official results online.