

AACOMAS Transcripts

PHA does not submit transcripts to centralized application services or individual schools. This goes strictly through the Registrar's Office.

For instructions on sending your transcript from the Registrar's Office to AACOMAS, see below:

1. Navigate to the [Academic History: Colleges Attended] section of the AACOMAS application.
2. Once you have read the instructions, click **"I Have Reviewed This Information"** in the blue box.
3. Add Emory University and enter all of the corresponding information.
4. Save your entry and download the Transcript Request Form. Save the form as a PDF.
5. Once you have saved your Transcript Request Form, log into OPUS and click on **"Academic Records"**.
6. Click on **"Request Emory Transcript"**. Make sure your pop-up blocker is disabled.
7. Click on **"Paper Transcript Mailed"**
8. Enter the mailing address for AACOMAS found on the Transcript Request Form.
9. Click **"Proceed with order"** to validate the address.
10. Select **"Hold for final grades"**, if you are completing the transcript request before your Spring 2019 grades have posted.
 - Do not submit your AACOMAS application until your Spring grades have posted. However, you can go ahead and send the transcript to AACOMAS, as long as you select **"Hold for final grades"**.
 - Graduating seniors: We recommend selecting **"Hold for final grades"** not **"Hold for degree"** (degrees are not conferred until June).
11. Attach your completed Transcript Request Form to your OPUS request.
12. Follow the remaining OPUS instructions to complete your order.

You should send a transcript from every college/university where you have taken a class (this includes dual enrollment courses taken while in high school, as well as domestic transient courses)*. Make sure to check with each individual school you attended to determine their procedure for sending transcripts. This will likely be found on the school's Registrar's website. Make sure to download a separate Transcript Request Form for each school, and ensure that each school gets the correct form (this is how AACOMAS will match your transcript with your application).

*If you studied abroad program through an Emory program, and the grades show up on your Emory transcript, you will not need to submit a separate transcript for this work. See the [Study Abroad Transcripts Instructions](#) (specifically, Study Abroad via Any Other Method).