

APPLICATION Transcript REQUIREMENTS

We are glad you are interested in applying! If you have any questions, please contact the Admissions office at 504-282-4455 or contact@nobts.edu

- **Official Transcript:** If the applicant is applying for the undergraduate program a copy your high school transcript can be uploaded to your online application folder or send it to Leavell College via email, fax, or postal service.
 - If you are applying for the Graduate program you will need to submit official transcripts from all institutions which you have attended. They can be sent to gradadmissions@nobts.edu or the physical address below.
 - If you are applying for a Doctoral program you will need to submit official transcripts from all institutions which you have attended. They can be sent to doctoraladmissions@nobts.edu or the physical address below.
 - For a transcript to be official, it must be either:
 - *Sent directly from the university to our office, whether by email or postal service.*
 - *Sent by you through the postal service but still in the unopened, officially sealed envelope.*
 - Your transcripts will not automatically be evaluated for transfer credit. Contact the Admissions office to inquire about this process.

ELIGIBILITY REQUIREMENTS:

For Leavell College students you must have earned a high school diploma or its equivalent.

For Graduate students, you must have a Bachelor's degree from an accredited institution.

