Saint Leo University requires official transcripts from ALL previously attended colleges and universities, showing a minimum GPA of a 3.0 in your last 60 credit hours.* If you have copies of your transcripts available, they can be submitted as an unofficial transcript to expedite the seat reservation process; however, official sealed transcript are required in order to be admitted to Saint Leo University. Follow the steps below to request transcripts from each college or university you attended.

**To Order Transcripts:**
There are multiple ways to request transcripts, and each college or university will have its own process.

Typically, the easiest way to order official transcripts is:

1) Contact the Registrar's office at your previously attended school, either by phone, email, or through the school's website.

2) Submit a transcript request following that school's procedures. Most colleges and universities require a signature or other official request in writing. Many schools have a Transcript Request Form available to download on the Registrar's website. Some will allow you to order transcripts online.

   Some colleges and universities charge a small fee for official transcripts. Be sure to enclose your fee with your transcript request to avoid a delay in processing.

3) It can often take several days for a transcript request to be processed. When your transcripts are received, the Graduate Information Office will notify you; if you have not received confirmation within 14 days, call 1-800-707-8846.

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**Please have all official transcripts sent to:**

Saint Leo University  
Graduate Admission Office - MC 2050  
P.O. Box 6665, Saint Leo, Florida 33574-6665

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**PLEASE NOTE:** An admission decision cannot be made until ALL official transcripts are received. If your last 60-credit hours GPA is below 3.0, you will be required to submit a passing score on the GRE or MAT. Please see page 11 for details.