Request to Extend Deadline for Submitting Final, Official Transcripts

New students must submit final, official transcript to substantiate the educational record claimed on their applications to the Laney Graduate School (LGS). Details about what to submit and how are available on the New Student Information page on the LGS website (http://www.gs.emory.edu/graduate_life/new_student.html).

If you are unable to provide these transcripts before the start of fall semester, you must complete this form and submit it to the LGS in order to be able to enroll for fall semester. If you are unable to provide the transcripts before the start of spring semester, you will not be permitted to enroll.

Name: _______________________________________
Student / Empl ID: ____________

Program: ____________________________

Emory Email: ____________________________

Transcripts are missing from the following educational institution(s):
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Attach a brief explanation of why the transcripts are missing, and when you expect them to be provided.

Student:
I understand that if the transcripts are not provided to the Laney Graduate School before the start of spring semester, I will not be permitted to enroll for spring classes.

Signature: ____________________________ Date: ____________

Program Director or Director of Graduate Studies:
I have discussed the situation with the student and am aware of the deadline.

Signature: ____________________________ Date: ____________

Name (printed): ____________________________