

**Concordia University Irvine  
2022-2023 Catalog Addendum  
Validation of Official Transcripts**

As part of the undergraduate admission process application, all students must submit official transcripts from all high schools and colleges attended. Students must submit an official transcript from the high school where the student graduated. The transcript must include the date of graduation. Transcripts are deemed official when either:

- The transcripts arrive directly from the sending institution via the U.S. Mail or are hand-delivered in a sealed envelope that includes the institution's return address. The transcript must include the sending institution's requirements to be deemed as official, for example, the signature of the school designee, embossed school seal, or any other written instructions.
- OR, the transcripts are transmitted electronically directly from the sending institution. Electronic transcripts must be received via one of the following approved agencies and have a corresponding CEEB/ACT code:
  1. Common App/Naviance
  2. Parchment
  3. National Student Clearinghouse
  4. Scribe/Scribbles
  5. IERF/Spantran/IEE (for international institutions)

When official transcripts are received by Concordia University Irvine's Admissions Office, official transcripts will be entered into TargetX/Salesforce with a timestamp recording the date received. Transcripts are then scanned and indexed into the Banner Document Management System (BDMS).

The Office of the Registrar at Concordia University Irvine may alter the requirements and process for the validation of official transcripts at any time.