

## **International First-time Freshmen General Overview**

We must receive official transcripts showing the current year's subjects and the previous 3 years' subjects. Transcripts should include a certified English translation, if needed. UC will not accept transcripts emailed from students. There are a few options for submitting transcripts, and **students only need to choose to do one of them:**

- Students can request that a high school official upload the transcripts via the Common Application
- Alternatively, agents can contact the high school to request an official copy and email these copies to [interadm@ucmail.uc.edu](mailto:interadm@ucmail.uc.edu)
- Students can submit the official or notarized, sealed transcripts through the physical mail to:  
International Admissions, University of Cincinnati  
2618 McMicken Circle  
PO Box 210123  
Cincinnati, OH 45221-0123

## **International Transfer General Overview**

### **Transferring from a university OUTSIDE the USA**

Course-by-course evaluations of all university transcripts from countries outside the United States by a member of the [National Association of Credit Evaluators](#), such as [SpanTran](#) are required. Please have the evaluator send both the course-by-course evaluation and the original, official university transcripts. SpanTran offers discounted prices for Cincinnati applicants and speedy turnaround time between 5-10 days.

If students would rather send transcripts to UC and have our international admissions staff authenticate them, direct them to complete [these steps](#).

### **Transferring from a university INSIDE the USA**

If a student has attended a college or university inside the United States, they simply ask the registrar of their previous school(s) to send **official final** transcripts directly to the University of Cincinnati at this address:

University of Cincinnati International Admissions  
2618 McMicken Circle  
University Pavilion Building 4th Floor  
PO Box 210123  
Cincinnati, OH 45221-0123

UC will only accept sealed paper transcripts or secure electronic submissions sent directly from your previous college or university. Many schools offer electronic transcript delivery services via their registrar's website. Remember that you will also need to submit a final transcript after your grades from

your final term are posted to your record, so you can receive the maximum transfer credit possible.