

AADSAS Transcripts

PHA does not submit transcripts to centralized application services or individual schools. This goes strictly through the Registrar's Office.

For instructions on sending your transcript from the Registrar's Office to AADSAS, see below:

1. Navigate to the [Academic History: Colleges and Universities Attended] section of the AACDSAS application.
2. Click **"Add a College or University"**.
3. Add Emory University and enter all of the corresponding information.
4. Save your entry and download the Transcript Request Form. Save the form as a PDF.
5. Once you have saved your Transcript Request Form, log into OPUS and click on **"Academic Records"**.
6. Click on **"Request Emory Transcript"**. Make sure your pop-up blocker is disabled.
7. Click on **"Paper Transcript Mailed"**
8. Enter the mailing address for AADSAS found on the Transcript Request Form.
9. Click **"Proceed with order"** to validate the address.
10. Attach your completed Transcript Request Form PDF to your OPUS request.
11. Follow the remaining OPUS instructions to complete your order.

You should send a transcript from every college/university where you have taken a class (this includes dual enrollment courses taken while in high school, as well as domestic transient courses)*. Make sure to check with each individual school you attended to determine their procedure for sending transcripts. This will likely be found on the school's Registrar's website. Make sure to download a separate Transcript Request Form for each school, and ensure that each school gets the correct form (this is how AADSAS will match your transcript with your application).

*If you studied abroad through an Emory program, and the grades show up on your Emory transcript, you will not need to submit a separate transcript for this work. See the [Study Abroad Transcripts Instructions](#) (specifically, Study Abroad via Any Other Method).