

AMCAS 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 AMCAS, see below:

1. Add Emory to the *Schools Attended* section of the AMCAS application (Section 3), and under *Transcript Request* select “**Yes**” to the question “*Does AMCAS require an official transcript from this school?*”
2. Scroll down to *Transcripts*, and select “**Create Transcript Request Form**”. Fill in the required information. In the address line, enter:

200 Dowman Drive
B. Jones Center, Suite 100
Atlanta, GA 30322
3. Select “**Print Transcript Request Form**” and save as a PDF. You don't actually need to print the form, you'll just need to write down your Transcript ID number and your AAMC ID number from the form.
4. Once you have your Transcript ID number, log into OPUS and click on “**AcademicRecords**”.
5. Click on “**Request Emory Transcript**” and then “**Proceed with order.**” Make sure your pop-up blocker is disabled.
6. Click on “**eTranscript – AMCAS**”.
7. Enter your information, including your **AMCAS ID Number** and **Transcript ID Number** and follow the rest of the instructions to submit your order.
 - In the dropdown, make sure to select “**Hold for final grades**”, if you are completing the transcript request before your Spring grades have posted. If you are graduating this semester, you should still select “**Hold for final grades**” (not “**Hold for degree**”).

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 to determine their procedure for sending transcripts. This will likely be found on the school's Registrar's website. Make sure to create a separate Transcript Request Form for each school, and ensure that each school gets the correct Transcript ID number.

*If your study abroad program was an Emory program, and the grades show up on your Emory transcript, you will not need to submit a separate transcript for this work. For more information on how to include your study abroad coursework on the AMCAS application, see this website: [How to Enter Study Abroad Coursework](#).