Submitting Transcripts to the Records Office

Send official transcripts verifying you meet the admission requirements of a completed Associate or Bachelor’s degree to the Records Office. We only accept electronic and mailed deliveries of official transcripts:

Electronic Transcripts:
Have your prior institution send electronic transcripts directly to the Records office.

- Please provide your institution the following email address as the destination email address: dce-records@uci.edu.
- Official transcripts must come directly from the e-Transcript delivery service (i.e., Parchment Exchange, Credentials Solutions, National Student Clearinghouse, etc.) and not from the student.
- *Transcripts emailed to other email addresses or emailed directly from students are not accepted.*

Mail transcripts to:
UCI Continuing Education – ATTN: Records Office
510 E Peltason Drive, Suite 4100
Irvine, CA 92697

For questions or issues with transcript submissions, please contact the DCE Records office at dce-records@uci.edu.

International Transcripts:
If you have a degree from another country, we will need an evaluation report confirming that the degree you received is equivalent to a bachelor’s degree in the United States. International transcripts need to be translated into English and evaluated based on equivalency to the U.S. Bachelor’s Degree or units.

If you completed your degree at an institution where English was not the primary medium of instruction, you must achieve a minimum total TOEFL score of 80 iBT, with a minimum Writing sub-score of 24 and a Speaking sub-score of 26.

For questions regarding international transcript evaluation reports or TOEFL score requirements please contact the Records office at dce-records@uci.edu.