DUQUESNE UNIVERSITY TRANSFER DOCUMENTS

How to Submit Your Documents

**COLLEGE TRANSCRIPTS**

By FAX: *Students can fax an unofficial copy to (412) 396-5644
Schools can fax an official copy to (412) 396-5644

By EMAIL: *Students can scan/email an unofficial copy to ptakj@duq.edu
Schools can email an official copy to ptakj@duq.edu

By MAIL: Schools can mail an official copy to:
Duquesne University Admissions
Admin Bldg/1st Floor
600 Forbes Ave.
Pittsburgh, PA 15282

*To expedite the review process, students should send an unofficial copy of transcript(s) immediately upon applying while also requesting official copy to be sent by school(s).*

**HIGH SCHOOL TRANSCRIPTS**

By FAX: Schools can fax official high school transcripts to (412) 396-5644

By EMAIL: Schools can email official high school transcripts to ptakj@duq.edu

By MAIL: Schools can mail to:
Duquesne University Admissions
Admin Bldg/1st Floor
600 Forbes Ave.
Pittsburgh, PA 15282

**TRANSFER FORM**

By FAX: Schools can fax to (412) 396-5644

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600 Forbes Ave.
Pittsburgh, PA 15282

**SAT/ACT SCORES**

By FAX: Students can fax an unofficial copy to (412) 396-5644

By EMAIL: Students can scan/email an unofficial copy to ptakj@duq.edu

By MAIL: Students can request SAT/ACT send official scores directly to Duquesne University

**PERSONAL ESSAY & LETTERS OF RECOMMENDATION**

By FAX: Students / Letter writer can fax to (412) 396-5644

By EMAIL: Students / Letter writer can email to ptakj@duq.edu

QUESTIONS: Please contact the Duquesne University Office of Admissions at (412) 396-6222 or admissions@duq.edu