

# 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](mailto:ptakj@duq.edu)  
Schools can email an official copy to [ptakj@duq.edu](mailto:ptakj@duq.edu)
- By MAIL: Schools can mail an official copy to:  
Duquesne University Admissions  
Admin Bldg/1<sup>st</sup> 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](mailto:ptakj@duq.edu)
- By MAIL: Schools can mail to:  
Duquesne University Admissions  
Admin Bldg/1<sup>st</sup> Floor  
600 Forbes Ave.  
Pittsburgh, PA 15282

### **TRANSFER FORM**

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- By MAIL: Schools can mail to:  
Duquesne University Admissions  
Admin Bldg/1<sup>st</sup> Floor  
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](mailto: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](mailto:ptakj@duq.edu)

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