

Professional Transcript Entry, sometimes referred to as Coursework Entry Service, is an option for applicants to have coursework professionally entered on their behalf by our specialists for an additional fee. Only courses that are completed at US or English Canadian institutions that are completed with grades and credits are eligible.

Applicants must follow the steps below to request PTE:

1. List all Colleges Attended in their application
2. Add any coursework ineligible for PTE, if applicable**
3. Select 'Tell Me More', pay for the service and sign the Agreement
4. Finish and pay for the full application; meanwhile mail all transcripts
5. Allow for the processing time (up to 10 business days)
6. Approve entered coursework once completed

Coursework Entry Fees*:

\$65 for 1-3 transcripts
\$90 for 4-6 transcripts
\$140 for 7 transcripts +

FAQs:

Q: What does a Professional Transcript Entry applicant look like in WebAdMIT?

A: Applicants in queue for PTE will be in the 'Received' status, regardless if their transcripts have arrived or not; once approved in Step 6, the applicant will go into a Complete status and will be assigned a Complete date if their application requirements (such as Evaluations/References) are met.

Q: When does the Professional Transcript Entry process begin for an applicant?

A: Before professional transcript entry can begin, applicants must submit and pay for the PTE service as well as their application and transcripts for all schools listed in the academic history must be processed. An application will not move into a PTE ready for work queue until all transcripts have been received and posted to the application.

Q: When does Verification begin for a Professional Transcript Entry Applicant?

A: Once an applicant approves the coursework in Step 6, the application is given a Complete Date (unless other requirements are not met) and enters the verification queue. Note, paying for PTE does not expedite the Verification processing time.

Q: Can students pay for more transcripts once they opt for Professional Transcript Entry?

A: Yes, but only before they pay and submit the full application (end of Step 4). Once an application is submitted, an applicant can no longer add more schools/transcripts.

Q: Does CSDCAS request the transcript(s) on behalf of the applicant once they opt for Professional Transcript Entry?

A: No, CSDCAS cannot request a transcript for an applicant; FERPA laws prohibit anyone but the student from requesting a transcript to be mailed. Applicants must still request all official transcripts to be mailed to CSDCAS in a timely manner.

*Fees are for coursework entry only and are in addition to CAS application fees. As this is an optional service, no fee waivers are available for professional transcript entry.

**Ineligible items include: not-listed U.S. schools, planned/in-progress, or foreign coursework.