Requesting Your Emory Transcript as Part of the BBA Application

**Step 1:** Log into [OPUS](#).

**Step 2:** Select “Request Emory Transcript” on the left side of your screen.

**Step 3:** Select “Proceed with Order” to be taken to the transcript ordering website (called Parchment).

**Step 4:** Complete the registration form.
Step 5: Select the second ordering option, for eTranscript.

Step 6: Keep the default settings for transcript level (Official Transcript), Delivery Mode (Electronic), and Processing Time (Now). For the Recipient Name, enter “BBA Program” and for the email address, enter bba.admissions@emory.edu.

Step 7: On the confirmation screen, click “Checkout”.

![Confirmation Screen](image-url)
**Step 8:** On the Provide Consent screen, your consent will have been automatically provided since you accessed the transcript ordering service via OPUS. Click “Next”.

**Step 9:** On the final confirmation page, click “Submit.” The system will take some time to process your request, but you will receive an email confirming completion of the order once the transcript has been sent to BBA Admissions. Note that transcripts will be processed in bulk and thus it may take several days for the checklist in your BBA application to reflect receipt of your Emory transcript. If you received the email confirmation of your order processing, then you can be assured that we have received the electronic transcript on our end.