

Step-by-Step Instructions: How to Request Official Transcripts for PharmCAS Application

For a submitted application to be considered complete, PharmCAS must receive all official transcripts from any institution (U.S. and Canada) a candidate attended. The file will not be verified or released to the selected pharmacy schools until all official transcripts are received.

General Tips:

1. Request your official transcripts as soon as you create your account and start your application.
 - a. **Do not wait to do this step until after you submit your application. This can cause major delays in the verification process that needs to occur before your completed application is released to the institutions you listed to receive it*.*
2. Official transcripts must come directly from the Registrars Office to PharmCAS. Copies sent from the candidate will not be accepted.
3. Use a copy of your unofficial transcript from these institutions for the portion of the application that requires you to input every college course you've ever taken.
 - a. **Accuracy matters here. If you have an unofficial copy to use for this purpose, there is less room for error*.*
4. If there are errors in the reporting portion, PharmCAS will send it back to you to make corrections which can also delay the rest of the process.
5. PharmCAS also provides step-by-step instructions and tips on their website [here](#).

Requesting Non-University of Iowa Transcripts:

PharmCAS only accepts official electronic transcripts through Parchment and National Student Clearinghouse. To determine if your registrar participates in either service, please check the [Parchment](#) and [National Student Clearinghouse](#) directories.

If not listed in either directory, arrange for the registrar to mail an official paper transcript directly to PharmCAS. Electronic transcripts will not expedite the processing of your file at PharmCAS.

- Click [here](#) to see if your school offers the Parchment service.
- Click [here](#) to access the National Student Clearinghouse website. To see if your school offers the National Clearinghouse service, click:
 - **Order-Track-Verify > Order or Track a Transcript** from the menu bar.
- **If school is listed**, follow the service's instructions to request an e-transcript.
- If your transcript is not posted after 7-10 business days, contact the transcript service directly to confirm the order was completed and then contact PharmCAS using the contact information [here](#).

Requesting University of Iowa Transcripts:

You must have your UI transcripts sent via mail. To complete this process please do the following 8 steps.

Step 1: Complete the “**Colleges Attended**” section in your PharmCAS application before requesting transcripts.

Step 2: Once you have entered The University of Iowa, find and click the “Academic Records” option on the left-hand side of the page.

ACADEMIC HISTORY 1/4

High School Attended

Colleges Attended

Transcript Entry

Standardized Tests

WHAT'S NEXT?

You can submit your application before your transcripts and evaluations are received. However, your application will not be reviewed until all required documents are received.

Have you added all the programs you want to apply to?

ADD PROGRAMS

Request your evaluations early. It can take some time for them to get completed.

EVALUATIONS

STATUSES

Academic Records

Evaluations

Official Test Scores

information.

After completing this section, be sure to request all required transcripts in the **Academic Records** Section. Review [Sending Official Transcripts to PharmCAS](#) for more information.

Once you submit your application, you cannot edit previously entered colleges and universities, but you can add new colleges and universities.

[VIEW LESS](#)

* Indicates required field

University of Iowa
IA, United States

No Degree
Fall 2025 • Still Attending

Now that you've entered your colleges and universities, it's time to process your transcripts and/or international coursework evaluations in the Academic Records section.

ACADEMIC RECORDS

You've indicated you're done adding colleges attended

ADD ANOTHER

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CHAT CONTINUE

Step 3: This will take you to the “Academic Records” dashboard. All the institutions you listed as “attended” in your application will appear here. You need to order transcripts for each. Click on the blue “Order” button.

PharmCAS
Pharmacy College Application Service

Test Ulowa
CAS ID: 3074718156

MY PROGRAMS - 1

WHAT'S NEXT?

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Have you added all the programs you want to apply to?

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EVALUATIONS

STATUSES

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Academic Records

Your application requires academic records (i.e., transcripts, foreign evaluations) for each college or university shown. Your programs require these records be received before they will review your application.

Read the instructions for each record type. Click **Order** and follow the subsequent instructions for ordering official academic records. Visit the [Applicant Help Center](#) for more information and requirements.

[VIEW LESS](#)

Official Transcripts

Official transcripts are your institution's certified statement of your academic record. You can request an official transcript electronically or through your institution's Registrar's Office.

University of Iowa
IA, United States

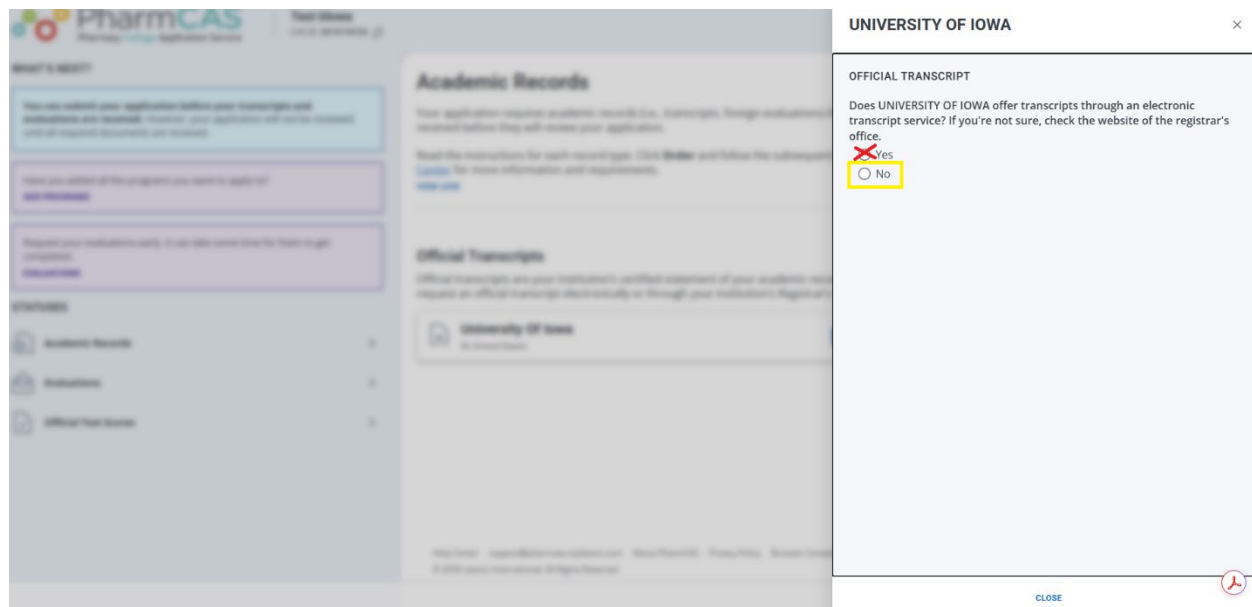
ORDER

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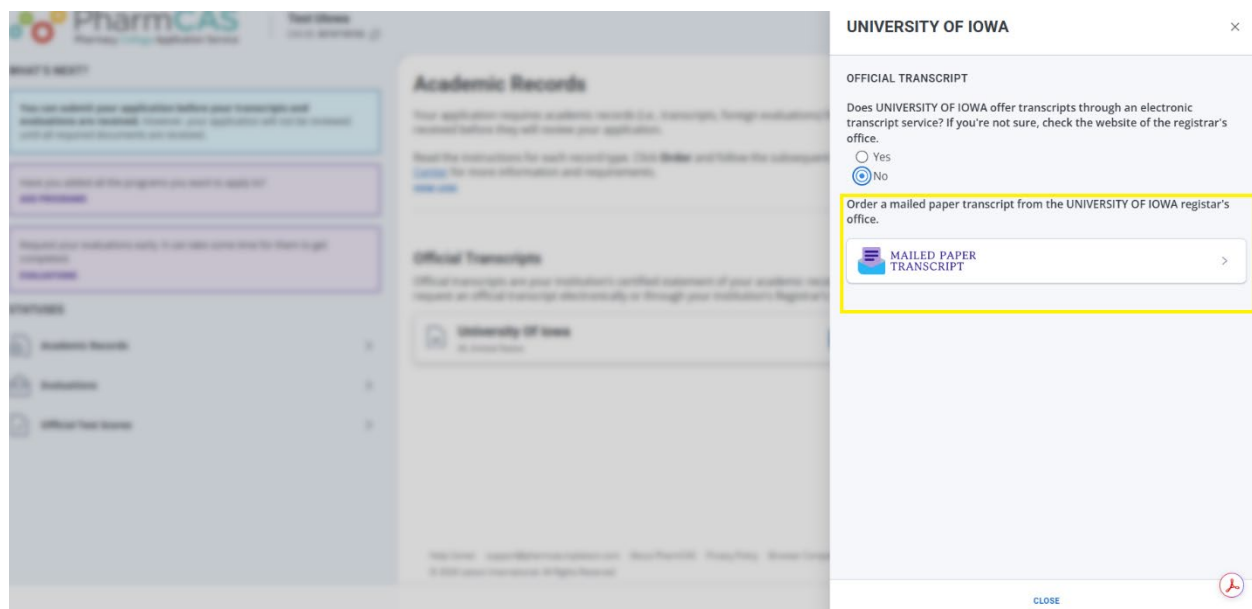
CHAT CONTINUE

Step 4: A question will appear asking if that chosen institution “...offers transcripts through an electronics transcript service”. For the University of Iowa, select “No.” Iowa does not partner with Parchment or National Student Clearinghouse.



The screenshot shows the PharmCAS 'Academic Records' page. A pop-up window titled 'UNIVERSITY OF IOWA' is overlaid on the right. The pop-up contains the heading 'OFFICIAL TRANSCRIPT' and the question: 'Does UNIVERSITY OF IOWA offer transcripts through an electronic transcript service? If you're not sure, check the website of the registrar's office.' Below the question are two radio buttons: 'Yes' (which is crossed out with a red X) and 'No' (which is selected and highlighted with a yellow box). At the bottom of the pop-up is a 'CLOSE' button and a red download icon.

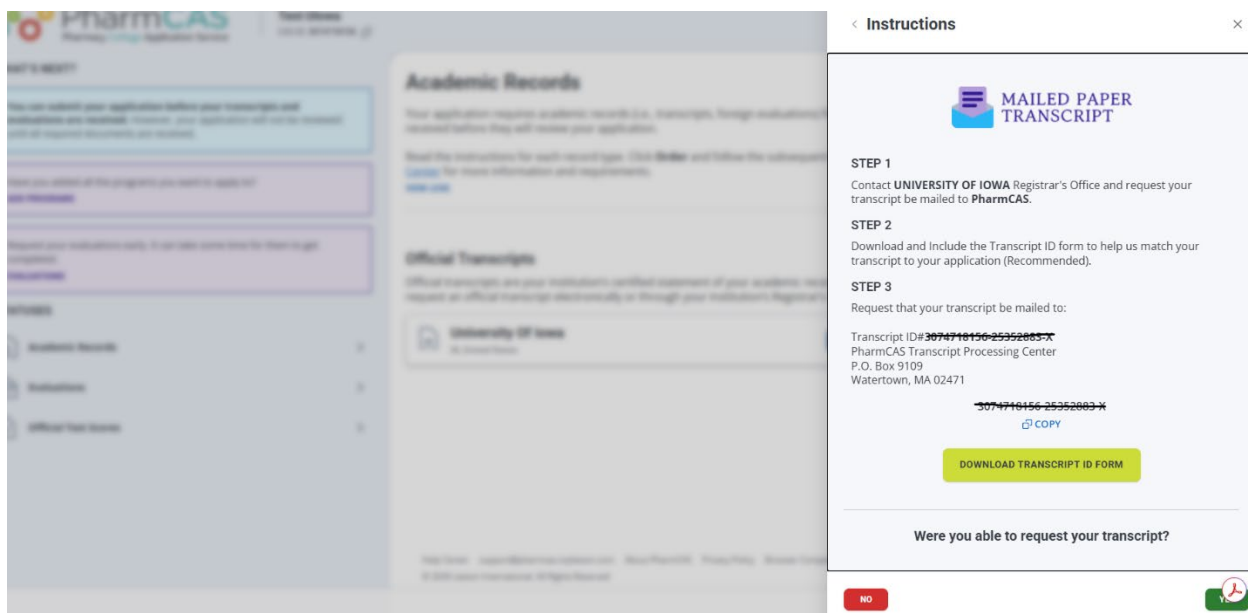
Step 5: Click on “Mailed Paper Transcripts” which will take you to the step-by-step instructions.



This screenshot is similar to the previous one, showing the same PharmCAS page and University of Iowa pop-up. In this version, the 'No' radio button is selected. Below the radio buttons, there is a text prompt: 'Order a mailed paper transcript from the UNIVERSITY OF IOWA registrar's office.' Below this prompt is a button labeled 'MAILED PAPER TRANSCRIPT' with a right-pointing arrow, which is highlighted with a yellow box. The 'CLOSE' button and download icon remain at the bottom of the pop-up.

Continue to follow the three steps. Step 2 requires you to download the “Transcript ID Form” and save it in a convenient location.

Tip: Save as ie: “Transcript ID Form for (First Initial/Last Name) L. Davis)



Step 6: Log into your MyUI and follow these steps:

1. Click on Student Information in the gold banner.
2. Click on Transcript Request under the “Documentation & Reports” heading.
3. Review address, phone, and email. Click link to update if needed.
4. Check box declaring contact information is current and correct.
5. Choose the type of transcript you want (paper).
6. Complete rest of form.
7. Since a paper transcript is being ordered **AND** you have a **document** to include (this is where you upload the “Transcript ID Form” you downloaded from your PharmCAS application) you can upload it to the order.
8. SUBMIT request.

Step 7: When it asks for the recipient, use this information:

Transcript ID#(Enter your own number here)
PharmCAS Transcript Processing Center
P.O. Box 9109
Watertown, MA 02471

Step 8: Go back to your PharmCAS application and click the green “YES” at the bottom of the Mailed Paper Transcript page.

Academic Records

Your application requires academic records (i.e., transcripts, foreign evaluations) reviewed before they will review your application.

Read the instructions for each requirement. Click **Submit** and follow the subsequent **Links** for more information and requirements.

[Link](#)

Official Transcripts

Official transcripts are your institution's certified statement of your academic record. Request an official transcript electronically or through your institution Registrar.

 **University of Iowa**
Registrar's Office

 **MAILED PAPER
TRANSCRIPT**

STEP 1

Contact **UNIVERSITY OF IOWA** Registrar's Office and request your transcript be mailed to **PharmCAS**.

STEP 2

Download and include the Transcript ID form to help us match your transcript to your application (Recommended).

STEP 3

Request that your transcript be mailed to:

Transcript ID#**3074718156-25352883-X**
PharmCAS Transcript Processing Center
P.O. Box 9109
Watertown, MA 02471

3074718156-25352883-X
[COPY](#)

DOWNLOAD TRANSCRIPT ID FORM

Were you able to request your transcript?

NO

YES

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