

Submitting AP, IB, International Exams, or Previous College Credits?

Here's What to Do!

It's time to **officially send your scores and transcripts** so we can review them for credit.

- Review the [Admission Directions](#) and the [Emory College Policy](#).
- Review the [AP/IB Equivalency Chart](#)

We recommend that you submit *ALL* scores no later than August 1, 2026 to be evaluated and posted before the Registration Period (August 5-September 10, 2025). After this date, scores will still be evaluated for credit, but may not be evaluated in time for course registration.

Here's how to send your academic credentials:

AP Exams

Send your scores **directly from the College Board** to the Emory Office of Admission. Emory's code is 5187.

IB Exams

Scores must be sent directly by **IB**.

International Exams (like A Levels)

- Complete the [International Exam - Credit Request](#) form.
- Exam results should be sent directly from the exam agency.

Previous College Credit

- Complete the [Request for Approval of Previous College Credit](#) form.
- Request an **official transcript** from the college or university where you earned the credit and send it directly to the Emory Office of Admission.

After You Submit:

Once your documents are in, you'll still need to **check your records in OPUS** to see which credits were approved and posted.

1. From the home page in OPUS, select the **Academic Records Tile**.
2. While all test scores evaluated are visible in the [Test Scores](#) section, all **accepted tests and prior course credit** are visible in the **View Transfer Credit Report** section.
3. After clicking on **View Transfer Credit Report**, something like this will be visible. Notice both college course credit and AP test credit show in the report in this example.

Another way for students to view their accepted credits is by **Viewing the Unofficial Transcript**.

1. Click on the **Academic Records Tile**
2. Select "**View Unofficial Transcript**" and click the **Submit** button. (The Report Type will be Advising Document.)
3. Click on the **checkbox** for the current date and then on "**View Report.**"

If It's Been More Than 2 Weeks and you don't see credits posted:

Email the Office of Admission at admission.processing@emory.edu and include:

- Your **full name**
- Your **EMPLID number**
- What **type of credits** you are not seeing (e.g., AP, IB, etc.)
- The **date(s) you made your request and when the document(s) were sent (sometimes they are different).**