

**TO START THE ONLINE TITLE IX CERTIFICATE APPLICATION:**

1. Visit <https://applygrad.tulane.edu/register/?id=f64ad6f4-653f-4ed0-b81a-de555927add>
2. Complete and submit the application form
3. Submit official transcripts (instructions below)

**REQUIRED APPLICATION MATERIALS**

- Online application
- Official Transcripts from your undergraduate institution (bachelor's degree).
  - **IMPORTANT:** Transcripts we receive **MUST** be official, meaning they will be sent directly to us from your university. They can be sent electronically or via regular mail (see below). If you have official transcripts in their original, sealed envelope from the university, you may send those to us via regular mail – be sure **NOT** to open the envelope. If the seal is broken, they are no longer considered official.
  - ELECTRONIC TRANSCRIPTS  
If available, electronic transcripts should be sent to [jkauffm@tulane.edu](mailto:jkauffm@tulane.edu).  
**(Do not send to any other Tulane email addresses, or we will not receive them).**
  - PHYSICAL TRANSCRIPTS - MAILING ADDRESS  
If electronic transcripts are unavailable, please have transcripts mailed to the following address:  
TULANE LAW SCHOOL  
ATTN: Jozette Kauffman  
6329 Freret Street  
New Orleans, LA 70118