



Central Connecticut State University  
Graduate Recruitment and Admissions Office

Office Hours:

**Monday-Friday from 8 am to 5 pm:** We are available to take phone calls (860-832-2350) and answer emails ([graduateadmissions@ccsu.edu](mailto:graduateadmissions@ccsu.edu)).

**Online Virtual Appointments:**

If an appointment is needed, are available to schedule online virtual appointments. To schedule a virtual appointment, make a request at: [graduateadmissions@ccsu.edu](mailto:graduateadmissions@ccsu.edu).

**Wednesday and Friday from 10:00am – 4:00pm.** Our office has limited staff available on campus. **Office visits are available by appointment only** and visitors must call in advance to schedule an appointment. Contact us at 860-832-2350.

**Submission of Documents:**

Official Transcripts can be sent to us directly from each institution to our office:

1) as an electronic transcript sent directly from the issuing institution through a trusted third party vendor that requires authentication and is sent to **[graduateadmissions@ccsu.edu](mailto:graduateadmissions@ccsu.edu)**; (b) bears the institutional seal; and (c) bears the official signature of the Registrar (or Recorder of Records).

2) Through the U.S. mail as we are scanning all incoming mail for processing. Our address:  
Central Connecticut State University  
Graduate Recruitment and Admissions  
Davidson Hall Rm 116  
1615 Stanley Street  
New Britain, CT 06050

3) Other application additional materials are to be uploaded with the online application. Instructions will be provided on the online application.

Contact us at 860-832-2350 if you have questions about submission of any other documents.