

TRANSCRIPT REQUEST FORMS

Rev. 8/26/02

Step 1. Official transcripts and test scores are required from your high school. Transfer students must also forward all college transcripts.

Step 2. Transfer students should contact each institution to determine the amount of the transcript fee so that you may enclose it with your transcript request.

Step 3. Duplicate this form as needed. Complete, sign and cut apart the transcript request forms below. Send one form to the Registrar of each institution you have attended.

To: Registrar _____
Name of High School/ College previously attended _____ *Dates Attended*

From: _____
Last Name _____ *First* _____ *Middle* _____ *Maiden*

Other names that may appear on records at your previous institutions.

Social Security Number: _____ - _____ - _____ Date of Birth ____ - ____ - ____

Current Address _____
Street City State Zip

Signature: _____ Date: _____

Please mail this request form along with one official copy of my transcript to:

Admissions Office, Catawba College
2300 W. Innes St., Salisbury, NC 28144-2488

To: Registrar _____
Name of High School/ College previously attended _____ *Dates Attended*

From: _____
Last Name _____ *First* _____ *Middle* _____ *Maiden*

Other names that may appear on records at your previous institutions.

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