

Transcript Request Form

All transcripts are \$3.00 to cover processing, envelopes and postage.
Transcript requests must be submitted at least **10 working days** prior to the college application deadline.
A \$20.00 fee will be assessed if submitted late.

Your Name _____ Today's Date _____

Please Print Clearly

Your email address _____

Send a Transcript to _____ Application Deadline _____

Name of College/Scholarship

Address of College/Scholarship

City, State, Zip

I am applying: _____ Early Decision _____ Early Action _____ Regular

I am using: _____ The College's Specific Application _____ The Common Application

_____ Applying Online _____ Applying Using Paper Forms

Standardized Test Scores: Transcripts will include all current ACT and SAT scores on file. If you prefer not to include these scores on this transcript, please check here _____. The University of Kentucky and most large public state schools require that standardized test scores be sent directly from the testing centers to their admissions office. This is the student's responsibility. The student is also responsible for sending scores from future tests.

Check here other items required with your transcript. Check only those that apply to the school receiving this transcript.

_____ Paper Application (to be mailed with transcript)

_____ College Application Fee

_____ Secondary School Report

_____ Essay and/or Personal Statement

_____ Midyear Report (7th semester grades)

_____ Latest Progress Report

_____ Guidance Counselor Recommendation

_____ Other

I authorize the release of my transcript and supporting documents to the above institution.

Signature _____

For Office Use: Date Received _____ Date Mailed _____ Emailed Student _____