



# Foreign High School Transcript Evaluation Request Form

Your request for evaluation **CANNOT** be processed until **ALL APPLICABLE documents** listed below in items ① through ⑤, are attached to this request form.

**Please Print**

Today's Date \_\_\_\_\_

Student Number 

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 Date of Birth \_\_\_\_\_ Gender  Male  Female

Student Name \_\_\_\_\_  
Last First M.I. Maiden

Current Address \_\_\_\_\_  
Street  
\_\_\_\_\_  
City State Zip Code

Telephone Number (\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Area Code Day Area Code Evening

Country where High School Education was received \_\_\_\_\_

Graduation Date from High School \_\_\_\_\_  
Month/Year

Language of the original High School transcript \_\_\_\_\_

Your request for evaluation **CANNOT** be processed until **ALL APPLICABLE documents** listed below in items ① through ⑤, are attached to this request form.

- ① Attach a clear, legible copy of your high school transcript in the original language including all courses taken and grades received.
- ② Attach a clear, legible copy of your high school diploma or certificate in the original language.
- ③ If you are a married woman and your maiden or former name is listed on your high school transcript, attach a copy of your marriage certificate in the original language.
- ④ All transcript copies, the high school diploma or certificate, and marriage certificate **MUST be translated into English by an authorized, certifying official at an official translation service.** The English translation must be prepared on official, business letterhead stationery. **English translations on plain computer paper are not acceptable for evaluation purposes.**
- ⑤ Once all document copies, including marriage certificates, have been translated into English, the following translator's statement is to appear on, or accompany the translation: "I certify that to the best of my knowledge, this is a true and faithful English translation of the original document." **This statement must be notarized.**

When completed, please submit this request form and all documents to the Enrollment Center for processing. A period of **three weeks** should be allotted for this evaluation to be completed. You will be notified of the results by mail.