

Instructions to Applicant

You must submit official transcripts as part of your admission application file. To be official, transcripts must be issued and sent by the Registrar of the institution previously attended, directly to the University of Redlands. You will not be fully admitted and able to attend class until all your transcripts have been received and evaluated. Complete a separate request form for each institution. Make copies of the form if you need more.

Please refer to your application for Transcript Request details specific to your degree admission requirements.

If you would like the University to order and pay for your transcripts, submit the signed form(s) with your application and send directly to: **University of Redlands School of Business • Office of Enrollment & Operations • PO Box 3080 • Redlands, CA 92373-0999**

Transcript Request

Name of College Attended (Do Not Abbreviate) _____

City _____ State _____

Student's Full Name (Last/First/Middle) _____ SSN: _____

Student's Street Address _____

City _____ State _____ Zip _____

Name used when attending school if different than above (Last/First/Middle) _____

Current Contact Phone _____ Date of Birth _____

Session and Last Year of Attendance _____ Was Degree Awarded? Yes No

Signature _____ Date _____

Instructions to Registrar Fee \$ _____

If degree was awarded, please post the degree before sending the transcript. Forward one official copy of the student's transcript to:

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