Office of Admissions
International Official Transcript Special Circumstances Request

Please complete this form if you are requesting that the Office of Admission waive the requirement for you to submit an official copy of your transcript. Transcript waivers are granted only in circumstances when requesting a transcript is difficult due to one the following reasons (please indicate one):

- ☐ Civil War, unrest, or natural disaster
- ☐ Country provides only one copy of transcript
- ☐ Applicant must travel back to home country to obtain another transcript
- ☐ Institution is no longer in existence
- ☐ Other*

*If you selected other, please explain in detail:

Student information required:

Student ID:	Last Name:	First Name:
Phone Number:	Email:	Other Names Used:
Student mailing address:		

Transcript information required (please provide as much information as possible):

Name of School (and other names used):	
Mailing address:	
Web/ E-mail address:	

Applicant: My signature certifies that I am submitting a copy of the true original or official transcript to the Office of Admissions. My signature further verifies that if this document is found to be falsified or altered that it will not be accepted and my application will be revoked.

Signature of Applicant:	Date:

Official Use Only

Name of approving official:	Title:
Signature of approving official:	Date: