

SAGE GRADUATE SCHOOL

Transcript Request

To be Completed by the Applicant:

To the applicant: If you have attended more than two colleges or universities, photocopy this form and send copies to *all* institutions you have attended (regardless of whether you received a degree.) Sealed, official transcripts are required from all institutions attended.

I authorize the release of my academic transcript from _____
Name of College or University

Signature _____ Date _____

Name _____

Social Security Number _____

Address _____

Dates of Enrollment: From _____ to _____
Month/Year Month/Year

Degree conferred (if applicable) _____

To Be Completed by the Registrar:

To the Registrar: The person named above is applying to Sage Graduate School. Our admissions procedure requires the applicant to submit a complete set of transcripts (and all other supporting documentation) with the application form. This system allows the student to know that his or her application is complete when submitted. Please enclose this form together with an official transcript in a sealed envelope. Please sign across the seal and return the envelope to the applicant so he or she can include it in his or her application. If it is against your policy to give the signed and sealed envelope to the applicant, please return the envelope to: Sage Graduate School, Office of Admission, 45 Ferry Street, Troy, NY 12180. Please notify the applicant if you send the transcript directly to Sage Graduate School.

Please provide the information requested below and attach applicant's transcript to this form.

Please check:

Applicant is currently enrolled _____

Applicant graduated (please specify date) _____

Other (please specify) _____

Applicant's cumulative grade-point average _____ after _____ credits.

Applicant's cumulative rank in class: _____ out of _____. If unavailable, please check

If no explanation is available on the transcript, please explain the grading system unless A=4, B=3, etc.

Signature of school official filling request _____ Date _____