



REQUEST FOR HIGH SCHOOL TRANSCRIPT

Please fill in form COMPLETELY.

DATE: _____

ATTENTION: STUDENT RECORDS DEPARTMENT

I hereby give permission to release information from the file of:

FIRST NAME	MIDDLE:	LAST:	MAIDEN:
FULL ADDRESS			
CITY:	STATE:	ZIP CODE:	
SOCIAL SECURITY NUMBER OR UNOH STUDENT ID#:	BIRTHDATE:	CLASS OF:	
NAME OF HIGH SCHOOL:		NAME OF CAREER CENTER:	
SCHOOL ADDRESS:			
CITY:	STATE:	ZIP:	

X _____
 SIGNATURE ___Student ___Parent ___Guardian (Authorized signature valid for 18 months and is valid for Preliminary and Final Transcript)

Please send Pre-Graduation transcripts to:
 UNIVERSITY OF NORTHWESTERN OHIO
 ATTN: NEW STUDENT SERVICES
 1441 N. CABLE RD.
 LIMA, OH 45805

Please MAIL Final transcripts (after graduation) to:
 UNIVERSITY OF NORTHWESTERN OHIO
 ATTN: REGISTRAR
 1441 N. CABLE RD.
 LIMA, OH 45805

**ATTACH THIS
FORM WITH
TRANSCRIPT**

OFFICE USE ONLY

Student #: _____ Starting Date: _____ HS#: _____

Attention School Official:

If the student is not yet a graduate, a preliminary transcript does not need to be official. It can be hand-delivered, faxed, or sent by mail.

Upon graduation, a final and official transcript is required.

In order for the University of Northwestern Ohio to consider the student's final transcript official, the following information must be included:

- Date of Graduation
- Signature of School Official
- Rank of Student
- Imprint/Raised Seal
- Cumulative GPA

If your school does not have a raised seal or does not rank students, it must be noted on the transcript by the school official.

This transcript must be sent directly from the high school to the University of Northwestern Ohio. Hand-delivered or faxed transcripts are NOT recognized as official.

Thank you for your cooperation!

OBTAINING OFFICIAL GED TRANSCRIPTS

Transcripts (test scores) can be found on the following website:

www.gedtestingservice.com

- Select "Get Your Transcript"
- Select "Ohio"
- Create Account
- Select appropriate documents

To send transcripts electronically, please send to advisor@unoh.edu.

To send transcripts by mail, please mail to the following address:

1441 North Cable Road
Lima, OH 45805
Attn: Registrar's Office

If you choose to bring transcripts in, please bring in original transcripts (test scores) to the Registrar's Office.

UNOH will not request transcripts/certificates on applicant's behalf.