

# TRANSCRIPT REQUEST

**\*\*\*Allow 10 school days for your request to be processed\*\*\***

## IMPORTANT DIRECTIONS: FOLLOW CAREFULLY!

- Student should submit **one (1) Transcript Request Form for each college/scholarship.**  
(i.e. 3 colleges = 3 transcripts = 3 transcript request forms)
- Complete the information below and submit request to the counseling office **with \$3.00** (processing fee) for each request. Requests MUST be submitted to Ms. White in the counseling office at least 10 school days before your application and/or postmark deadline. Cash Only.
- If you are submitting to a public college/university within the state of Georgia, the NCAA Clearinghouse, or are applying online via the Common Application, your transcript will be sent electronically and no postage will be necessary.
- If you are submitting to a private or out-of-state college/university you must either:
  - Provide a 9 x 12 envelope addressed to the college and three (3) stamps for 1<sup>st</sup> class postage for each request you are submitting.
  - Pay an additional \$2.00 to purchase the envelope and postage from the counseling office.
- **Counselor Recommendations:**
  - Review the college's website and application information Required Applications Forms for First Year Applicants. If the college requires a recommendation, download and print a copy of the counselor recommendation form and attach it to this form.
  - Check to see if the college is a member of the Common Application (see complete list on the back of this form). Then **go to [www.commonapp.org](http://www.commonapp.org)** to complete online application **AND** an electronic counselor recommendation request.
  - If a counselor recommendation is required, student must submit a copy of your Senior Information Sheet and/or a resume at least 10 school days prior to your deadline (student may attach their copy to this form).

\_\_\_\_\_  
Student's Given Name

\_\_\_\_\_  
Graduation Year

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Name of College, University, Scholarship, etc.

\_\_\_\_\_  
Deadline Date (due 10 school days prior to deadline)

\_\_\_\_\_  
Mailing Address for College/Scholarship/University/Etc.

\_\_\_\_\_  
City, State

\_\_\_\_\_  
Zip Code

**Senior Information Sheet Completed & Turned In**  
(if recommendation is needed)

**Common Application Completed** (if applicable)

**Processing Fee** (check the option(s) which apply)

\$3.00 Transcript Processing Fee

\$2.00 Envelope & Postage Fee (if applicable)

\_\_\_\_\_  
FOR OFFICE USE ONLY

Date Received: \_\_\_\_\_

Counselor: \_\_\_\_\_

**Transcript Submitted:**

- Electronically (Date): \_\_\_\_\_
- Hardcopy Mailed (Date): \_\_\_\_\_

**Counselor Completed:**

- Transcript Verification (Date): \_\_\_\_\_
- Recommendation/Electronically (Date): \_\_\_\_\_
- Recommendation/Hardcopy (Date): \_\_\_\_\_

For additional information visit [www.mycentennialcounseling.com](http://www.mycentennialcounseling.com) or contact Getra White at [whitef@fultonschools.org](mailto:whitef@fultonschools.org)

## Members of the Common Application

Adelphi University	Colby-Sawyer College	Green Mountain College	Marlboro College	Ripon College	*(SUNY) College of Environmental Science & Forestry	*University of North Carolina Asheville
Agnes Scott College	Colgate University	Grinnell College	Marquette University	Rochester Institute of Technology	*(SUNY) Cortland	*University of North Carolina at Chapel Hill*
Alaska Pacific University	The College of Idaho	Guilford College	Marymount Manhattan College	Rockhurst University (MO)	*(SUNY) Fredonia	University of North Carolina at Wilmington*
Albany College of Pharmacy & Health Sciences	College of Mount Saint Vincent	Gustavus Adolphus College	Maryville University of St. Louis	Roger Williams University	SUNY Institute of Technology (NY)*	University of Notre Dame
Albion College	*The College of New Jersey	Hamilton College	Massachusetts College of Pharmacy & Health Sciences	Rollins College	*(SUNY) Maritime College	University of Pennsylvania
Albright College	College of New Rochelle	Hampden-Sydney College	McDaniel College	Rosemont College	*(SUNY) Morrisville State College	University of Portland
Alfred University	College of Notre Dame of Maryland	Hampshire College	Menlo College	Russell Sage College	*(SUNY) New Paltz	University of Puget Sound
Allegheny College	College of St. Benedict & St. John's University	Hanover College	Mercyhurst College	Sacred Heart University	SUNY College at Old Westbury (NY)*	University of Redlands
American University	The College of Saint Rose (NY)	Harvard College	Meredith College	Sage College of Albany	*(SUNY) Oswego	*University of Rhode Island
The American University of Rome	College of the Atlantic	Harvey Mudd College	Merrimack College	Saint Anselm College	*(SUNY) Plattsburgh	University of Richmond
The American University of Paris	College of the Holy Cross	Haverford College	*Miami University (Ohio)	Saint Joseph's College - Brooklyn Campus (NY)	*(SUNY) Purchase College	University of Rochester
Amherst College	*College of William & Mary	Hendrix College	Middlebury College	St. John Fisher College	*(SUNY) Stony Brook University	University of San Diego
Arcadia University	College of Wooster	Hillsdale College	Mills College	St. John's College (Maryland)	*(SUNY) Purchase College	University of San Francisco
Assumption College	Colorado College	Hiram College	Millsaps College	St. John's College (New Mexico)	*(SUNY) Stony Brook University	University of Scranton
Augsburg College	*Colorado State University	Hobart & William Smith Colleges	Mount Holyoke College	Saint Joseph's College	*(SUNY) University at Albany	*University of Southern Maine
Augustana College - Illinois	Columbia College	Hofstra University	Mount Saint Mary College (NY)	Saint Joseph's College - Long Island Campus (NY)	*(SUNY) University at Buffalo	University of St. Andrews (Scotland)*
Augustana College - South Dakota	Chicago	Hollins University	Mount St. Mary's College (CA)	Saint Joseph's University	*(SUNY) University at Buffalo	University of Tampa
Austin College	Columbia University	Illinois College	Muhlenberg College	St. Lawrence University	Stevens College	University of the Pacific
Babson College	Concordia College - New York	Illinois Institute of Technology	Naropa University	St. Lawrence University	Stetson University	University of Southern California
Baldwin-Wallace College	Concordia University	Illinois Wesleyan University	Nazareth College	Saint Leo University (FL)	Stevens Institute of Technology	University of Tulsa
Bard College	Connecticut College	Illinois Wesleyan University	*New College of Florida	Saint Louis University	Stevenson University	*University of Vermont
Barnard College	Converse College	Immaculata University	FloridaNew England College	Saint Martin's University (WA)	Stonehill College	University of Virginia
Bates College	Cornell College	Iona College	New School University - Eugene Lang College	Saint Mary's College of California	Suffolk University	University of the Sciences in Philadelphia (PA)
Belmont University	Cornell University	Ithaca College	New York Institute of Technology	Saint Mary's College of Indiana	Susquehanna University	Ursinus College
Beloit College	Creighton University	Jacobs University Bremen	New York University	Saint Mary's College of Maryland*	Swarthmore College	Utica College
Bennington College	Curry College	John Cabot University (Italy)	Newbury College	Saint Mary's University of Minnesota	Sweet Briar College	Valparaiso University
Bentley University	Daemen College	John Carroll University	Niagara University	Saint Michael's College	Syracuse University	Vanderbilt University
Berry College	Davidson College	John F. Kennedy University (CA)	Nichols College	St. Norbert College	Texas Christian University	Vassar College
Birmingham-Southern College	Denison University	Johns Hopkins University	Northland College	St. Olaf College	Thiel College	Villanova University
Boston College	DePaul University	*Johnson State College	Northwestern University	Saint Peter's College	Thomas College	Virginia Wesleyan College
Boston University	DePauw University	Juniata College	Notre Dame de Namur University	St. Thomas Aquinas College	Towson University (MD)*	Wabash College
Bowdoin College	DeSales University (PA)	Kalamazoo College	Oberlin College	Saint Vincent College	Transylvania University	Wagner College
Bradley University	Dickinson College	*Keene State College	Occidental College	Salem College	Trinity College	Wake Forest University
Brandeis University	Dominican University of California	Kenyon College	Oglethorpe University	Salisbury University (MD)*	Trinity University	Warburg College (IA)
Brown University	Drexel University	Keystone College	Ohio Northern University	Salve Regina University	Tufts University	Washington & Jefferson College
Bryant University	Drake University	King's College	Ohio Wesleyan University	Samford University (AL)	Union College	Washington and Lee University
Bryn Mawr College	Drew University	Knox College	Oklahoma City University	Santa Clara University	University of Chicago	Washington State University
Bucknell University	Drury University (MO)	La Salle University	Otterbein University	Sarah Lawrence College	*University of Connecticut	Washington College
Burlington College	Duke University	Lafayette College	Pace University	School of the Art Institute of Chicago	University of Dallas	Washington University in St. Louis
Butler University	Earlham College	Lake Erie College	Pacific Lutheran University	Scripps College	University of Dayton	Washburn University
Cabrini College	Eastern Connecticut State University*	Lake Forest College	Pepperdine University	Seattle Pacific University	*University of Delaware	Wellesley College
Caldwell College (NJ)	Eckerd College	Lasell College	Philadelphia University	Seattle University	University of Denver	Wells College
California Inst of Technology (Caltech)	Elizabethtown College	Lawrence Technological University	Pitzer College	Seton Hall University	University of Evansville (IN)	Wentworth Institute of Technology
California Lutheran University	Elmira College	Lehigh University	*Plymouth State University	Seton Hill University (PA)	University of Findlay	Wesleyan University
Canisius College	Emerson College	LeMoyne College	Polytechnic Institute of New York University	Sewanee: The University of the South	University of Great Falls	Western New England College
Carleton College	Emmanuel College	Lesley College	Pomona College	Sierra College	University of Hartford (CT)	Westminster College - Missouri
Carnegie Mellon University	Emory University	Lewis & Clark College	Presbyterian College	Sierra Nevada College	University of Kentucky*	Westminster College - Pennsylvania
Case Western Reserve University	Erskine College	Linfield College	Prescott College	Simmons College	University of LaVerne	Westminster College - Utah
Case Western Reserve University	Fairfield University	Lipscomb University (TN)	Princeton University	Skidmore College	*University of Maine	Westmont College
Castleton State College (VT)*	Fisk University	List College, The Jewish Theological Seminary	Providence College	Smith College	*University of Maine at Farmington	Wheaton College
The Catholic University of America	Florida Institute of Technology	Long Island University	Quinnipiac University	Southern Methodist University	*University of Maine at Machias	Wheeling Jesuit University (WV)
Cazenovia College	Flagler College (FL)	Long Island University - C.W. Post Campus	Ramapo College of New Jersey*	Southern New Hampshire University	*University of Maryland	Whitman College
Cedar Crest College	Florida Southern College	Loyola Marymount University	Randolph College	Spelman College	University of Massachusetts Amherst	Whittier College
Centenary College of Louisiana	Fontbonne University	Maryland	Reed College	Spring Hill College	*University of Massachusetts Boston	Whitworth University (WA)
Centenary College New Jersey	Fordham University	Loyola University New Orleans	Regis College	Stanford University	Massachusetts Dartmouth	Willamette University
Centre College	Franklin & Marshall College	Luther College	Rensselaer Polytechnic Institute	*(SUNY) Binghamton University	Massachusetts Lowell	William Jewell College
Champlain College	Franklin College	Lycoming College	Rhodes College	*(SUNY) Buffalo State College	University of Miami	Williams College
Chapman University	Franklin Pierce University	Lyndon State College (VT)*	Rhode Island College*	*(SUNY) College at Brockport	University of Michigan - Flint*	Wilson College
Chatham University	Franklin W. Olin College of Engineering	Lynn University	Rice University	*(SUNY) College at Oneonta	University of Michigan - Redlands	Wittenberg University
Christian Brothers University (TN)	Furman University	Macalester College	*Richard Stockton College of New Jersey		University of New Hampshire	Wofford College
Christopher Newport University (VA)*	Gannon University	Manhattan College	Rider University		University of New Haven	Worcester Polytechnic Institute
Claremont McKenna College	George Fox University	Manhattanville College	Ringling College of Art & Design		University of New Orleans (LA)*	Xavier University
Clark University	The George Washington University	Marietta College				Xavier University of Louisiana
Clarkson University	Gettysburg College	Marist College				Yale University
Coe College	Gonzaga University					
Colby College	Goshen College (IN)					
	Goucher College					

\*Denotes public institution