



Transcript Request Form College/University Transcripts

Instructions to the student: If you have completed any college or university course work for credit, a copy of the transcript documenting that work is required to complete your application for admission to Cornish College of the Arts. All transcripts should be sent directly to the Cornish College Office of Admission.

If you have attended more than one college or university you will need to request a separate transcript from each one. This is because Cornish will make its own evaluation of everything you've done for transfer of credit, therefore we want to see the original course title, credit level, and grade – not what another college may have assigned to it when you transferred between two other institutions.

We've designed the form to make the process easier for you. Fill-in the information below and give the form to the appropriate office at your college or university, typically this is the Registrar's Office. **DO NOT** assume handing-in this form is all you have to do! Your school may have its own form you need to complete. Also, it is YOUR responsibility, as an applicant to Cornish, to complete your application for admission. Please make sure you follow all the procedures for requesting transcripts at your school and we recommend you follow-up a few days later to make sure the request has been processed and the transcript mailed.

Student Information:

Name: _____

Student ID number (if appropriate): _____

Address: _____

City

State

Zip

Dates of attendance and/or graduation: _____

Major (if appropriate): _____

Instructions to the School: This student is requesting a transcript for the purpose of applying for admission to Cornish College of the Arts, Seattle, Washington. Any fees for printing or mailing transcripts are the responsibility of the student. Please mail an up-to-date copy of his or her transcript to:

Cornish College of the Arts
Office of Admission
1000 Lenora Street
Seattle WA 98121

Faxed copies of transcripts are accepted on a temporary basis. All faxed transcripts must be followed by an original copy by mail. Our fax number is 206-720-1011.