

# Transcript Request

## To the Applicant

Complete the information requested below in this section and send this form to a college or university you attended.

Name of Applicant \_\_\_\_\_

Name when registered \_\_\_\_\_

School or University \_\_\_\_\_

Date of entry \_\_\_\_/\_\_\_\_/\_\_\_\_ Date last attended \_\_\_\_/\_\_\_\_/\_\_\_\_ Degree Conferred \_\_\_\_\_

With the signature below I authorize release of a transcript of my academic record to Pace University.

\_\_\_\_\_/\_\_\_\_/\_\_\_\_ Fee Enclosed \$ \_\_\_\_\_

## To the Registrar

The person listed above asks you to send a copy of his or her official transcript to support an application for admission to a doctoral program. Please complete this form and return it with an official transcript to:

Admissions Committee  
Doctoral Program  
Lubin School of Business  
Pace University  
163 William Street, 16<sup>th</sup> Floor  
New York, NY 10038-1598

The information requested below will help the program properly interpret the applicant's academic record.

1. If your institution does not follow a grading system with an "A" = 4.00, and "C" = 2.00, please enclose a schedule of point values for various grades.
2. Minimum cumulative grade point average required for graduation from this program? \_\_\_\_.
3. Cumulative grade point average: For this applicant \_\_\_\_ For the graduating class \_\_\_\_.
4. Cumulative rank in class for this person \_\_\_\_\_ Total graduates in the class \_\_\_\_\_
5. Percentage of a typical graduating class from this program with cumulative grade point averages in each range  

For graduate program:	below 3.30 ____%	3.30 - 3.70 ____%	above 3.70 ____%
For undergraduate program:	below 2.50 ____%	2.50 - 3.00 ____%	above 3.00 ____%
6. Do your transcripts indicate when a student failed or repeated a course? \_\_\_\_\_
7. Are failed grades included in the calculation of cumulative grade point average? \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_/\_\_\_\_  
Signature of School Official

\_\_\_\_\_  
Title

School Seal