



International Student Transcript Request Form

Applicant's Complete Name: _____

Please submit this form to your high school guidance counselor's office or university registrar's office.

The above named student has applied for admission to Dordt College. We request that you send this completed request form, along with the following information to the address at the bottom of this form:

1. An English copy of the student's official transcript showing courses attempted, credits earned and grades achieved for each individual course.
 - a. For secondary schools, please include a transcript for the last four years of secondary school
 - b. For universities, please include a transcript showing all courses attempted at your institution
2. An English explanation of your school's grading scale and policies.
 - a. Instructions for converting to a 4.0 grading scale are greatly appreciated
 - b. If your school uses percentages or another assessment system, please include a description of your system of student assessment.
3. Student's cumulative grade point average or percentage at the end of the last completed semester of study.
 - a. If percentages are used, please send a description of scale for percentage ranges
 - b. If your school calculates a class rank, that information is also appreciated.
4. If available: Official scores on the SAT or ACT tests and date of administration.
5. If available: Official scores on the TOEFL or IELTS tests of English-language proficiency.

Please provide all information that is not available on the transcript:

Secondary school or University Name: _____

Mailing Address: _____

City/Province/State/Country/Postal Code: _____

Grade Point Average or Percentage: _____ Class Rank: _____ Class Size: _____

SAT or ACT Composite score and test date: _____

TOEFL or IELTS Score and test date: _____

Signature of School Official: Date: _____

Email Address of School Official: _____

Please send to:

Dordt College Office of Global Education
Attention: Adam Adams, Director for Global Education
498 Fourth Avenue NE Phone: +712-722-6006
Sioux Center, Iowa, 51250-1697, USA

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