



Official High School Transcript Request Form *(optional)*

APPLICANT:

To be considered for admission, you will need to provide a copy of your current high school transcript. Please complete the information below and submit this form to your Guidance Office to request your transcript. Your high school's Guidance Office will then supply your official transcript to Berea College Admissions. Please note that this form is **not required** to submit a transcript to Berea College.

I, _____,
have applied for admission to Berea College. The college requires an official high school transcript to consider my application. By submitting this form I am requesting and authorizing you, as my Counselor, to provide my current official high school transcript to Berea College at your earliest convenience.

Signature

Date

ATTENTION—GUIDANCE OFFICE:

Applications for admission to Berea College cannot be considered until an official high school transcript has been provided. Thank you for your assistance. If you have any questions, please feel free to call us at 1.800.326.5948. Please send the official high school transcript to:

**Berea College
Office of Admissions
CPO 2220
Berea, KY 40404
Fax: 859.985.3512**