



Transcript Request Form

Transcript Requirements

Please include the following on all high school transcripts:

- Final grades and/or Semester grades per course (preferably letter grades)
- Credits earned per course
- Cumulative grade point average
- Class rank (if applicable)
- Official school seal or handwritten signature (cannot be a typed signature)
- Grading scale (weighted and unweighted, if applicable)
- Weighting scale (if applicable - weighting details for Honors, AP, Dual Credit courses)
- Senior year course list/In progress courses
- School profile (if available)
- Graduation date (month/day/year) – *required on final, official transcripts*
 - We **cannot** accept a graduation date that is just a month/year (i.e. May 2027).
 - We **cannot** accept *Anticipated* Graduation Date, *Expected* Graduation Date, *Exit* Date, or *Leave* Date.
 - Home school students who do not have an official graduation ceremony should use the date they complete their high school course work as their graduation date.

Visit www.cedarville.edu/admissions/undergraduate/transcript to view a sample transcript.

Standardized test scores

Cedarville University test codes: ACT Code: 3245 SAT Code: 1151

ACT, SAT, or CLT test scores are not required for admission, but many students still choose to submit scores. Submitted test scores are factored into admission decisions. Scores are also used to award academic scholarships and for proficiency requirements for certain majors and courses.

- Test scores will **never** negatively impact a student's financial aid award.
- Send official ACT/SAT/CLT/TOEFL/IELTS/Duolingo score reports directly from the testing agencies.
- We **can** accept a copy of the official score report applicants receive from the testing agencies.
- We **can** accept test scores provided on a traditional school transcript.
- We **cannot** accept test scores that do not include the applicant's name, the test date, and all scores.
- We **cannot** accept superscored score reports. We calculate superscores based on all submitted tests.
- We **cannot** accept test scores provided on a home school transcript.

Transcript Delivery

Official electronic transcripts may be sent through any of the following services:

- Parchment/Naviance/Docufide
- SCOIR
- Slate.org
- National Student Clearinghouse
- Scribbles
- Common App

Unofficial transcripts may be emailed to transcripts@cedarville.edu. Unofficial transcripts may be used for admissions review. However, official, final transcripts are required prior to enrollment. Transcripts are only considered *official* if mailed or sent via one of the electronic transcript services listed above.

Please mail transcripts or application materials to the address below.