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
One Pace Plaza
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