



# OFFICE OF ADMISSIONS AND REGISTRATION UNABLE TO SUBMIT FOREIGN TRANSCRIPT

## Student Instructions

Carefully read the information below before completing this form. A separate form must be submitted for each foreign postsecondary educational institution. Should you have any questions, contact the Director of Admissions/Registration on your campus.

Name

Phone

Empl ID#

Address

MDC Email

I am unable to submit a transcript from the following foreign institution.

Name of Institution

Brief statement explaining why I am unable to submit my foreign transcript.

I understand that if my basis of admissions is changed from transfer to high school student, I will be required to submit evidence of completion of secondary (high) school. By selecting this option, I am prevented from ever submitting the transcript and having it evaluated now and in the future.

I understand that this is a **one-time privilege** and once this action has been approved and processed, I cannot later ask to have this action reversed. This decision is **final and irrevocable**.

Student

Date

A&R Director

Date

## **FOR OFFICE USE**

Received by:

Date:

Processed by:

Date:

- Gov/state picture ID will be required.