

Academic Transcript Request

Purdue University – Krannert School of Management

APPLICANT: Complete only the top portion of this form. Your registrar should complete the remainder of the form. Please instruct the registrar for each college attended to return this form and your transcripts in the institution's standard business envelope directly to the Krannert School of Management Master's and Executive Programs Admissions Office, Rawls Hall, Room 2020, 100 S. Grant Street, West Lafayette, IN 47907-2076.

Applicant Name _____
Last (family) First (given) Middle

Former Name _____ Birth Date ____/____/____ Email _____
MM DD YYYY

Address _____

College or University _____

Dates of Enrollment _____ Degree and Year _____

I authorize the release of my academic transcript to the Krannert School of Management, Purdue University:

Applicant Signature _____ Date _____

REGISTRAR: Please enclose one official transcript with this form in the institution's standard business envelope. Please seal the envelope, sign across the envelope seal and return directly to the Krannert School of Management Master's and Executive Programs Admissions Office, Rawls Hall, Room 2020, 100 S. Grant Street, West Lafayette, IN 47907-2076.

To be completed by all registrars: Please review each question and provide the requested information (if not indicated on the transcript). The Admissions Committee will utilize this information to evaluate this candidate's academic record.

Applicant's cumulative grade-point average is _____ on a _____ scale (e.g., 3.5/4.0 – if not on a 4-point scale, please leave blank)

Applicant's rank is _____ (from the ____ top / ____ bottom) in a class of _____

We do not rank _____ if a precise rank is not available; indicate rank to the nearest tenth from the top (e.g., top 20%) _____

Are repeated or failed courses so indicated on transcript? _____ Yes _____ No

If not, has the applicant ever failed or been required to repeat a course? _____ Yes _____

If your school does not use a 4-point grading scale (A=4.0, B=3.0, etc.) please indicate how grades may be converted to letter grades on a 4-point scale: Example: A = 4.0 = 90-100, B = 3.0 = 80-89, C = 2.0 = 70-79, D = 1.0 = 60-69, F = 0.0 = 0-59

Registrar Signature _____ Date _____

Registrar Printed Name _____

Position/Title _____

Address _____

Phone Number _____ Email _____

To be completed only by colleges and universities outside of the United States:

Please explain the grading and ranking systems used at your school:

What is the highest grade usually received? _____ What is the lowest grade usually received? _____

What is the average grade usually received? _____