



**TO THE STUDENT**

Southwestern University requires a final high school transcript from all enrolled students, to prove their graduation from high school. After completing the section below, please relay this form to your secondary/high school counselor or college advisor to accompany the submission of your official final high school transcript.

**Please note:** Official documents from other institutions or agencies—college/university transcripts reporting concurrent enrollment or dual credit coursework, or Advanced Placement/International Baccalaureate exam results—should be submitted to Southwestern University no later than August 1.

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APPLICANT'S LAST NAME FIRST MIDDLE

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PERMANENT HOME ADDRESS: STREET & NUMBER CITY STATE/PROVINCE ZIP/POSTAL COUNTRY

**Privacy Notice:** The materials submitted in this report are subject to the provisions of the Family Educational Rights and Privacy Act (FERPA). I authorize the release of all requested records and authorize review of this document for admission-related purposes.

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STUDENT'S SIGNATURE DATE

**TO THE SECONDARY SCHOOL COUNSELOR**

Please complete the section below and submit this form when final grades are available. Feel free to provide any additional comments about the applicant on a separate sheet or letterhead, if necessary.

Will you be attaching additional comments/remarks about this candidate?  Yes  No

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COUNSELOR'S LAST NAME FIRST MIDDLE

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TITLE/POSITION SCHOOL

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INSTITUTION: STREET & NUMBER CITY STATE/PROVINCE ZIP/POSTAL COUNTRY

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OFFICE PHONE OFFICE FAX

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EMAIL ADDRESS

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COUNSELOR'S SIGNATURE DATE

**When completed, please return to:** Office of Admission, Southwestern University, P.O. Box 770, Georgetown, TX 78627-0770