



Transfer Missing Information Guide

FOR TRANSFER APPLICANTS

In the enclosed letter, we have indicated the specific items that are missing from your application for admission to the University of Minnesota–Twin Cities.

Included below is a reference guide to assist you with questions you may have regarding any of the particular items that you are missing. We are not able to evaluate your application until we receive the missing information. If you have already submitted the requested information, thank you. You can expect to receive a decision or a status report on your application a few weeks after we receive your information.

If you are missing...

College transcripts

We need an official transcript—one that has the college seal and registrar's signature appearing on it—from each institution you have attended. **Transcripts must be mailed directly from the registrar's office at each institution you have attended.**

The transcript must have been issued less than one year before the date we receive it.

If you are applying for fall semester 2010, and are currently attending school, a transcript must show fall 2009 grades and a list of spring 2010 courses in progress. We realize that fall grades will not be available until December or January. Please send them as soon as they are available. If you are applying for spring semester 2011, the transcript must show spring 2010 grades and a list of fall 2010 courses in progress. If the courses in progress do not appear on the transcript, they may be listed on the application.

Application fee

We have not received your \$55.00 non-refundable application fee. Please complete the enclosed Application Fee Form and submit it with your payment. Or, if you applied online, you can log back into your application and pay by credit card.

Application for resident classification

We are not able to confirm your status as a Minnesota resident. Please complete the residency form found at <http://admissions.tc.umn.edu/PDFs> and return it to us as soon as possible so we may consider your residency status further.

Please note: we do not need the residency form completed to make a decision on your application. However, we will need the form to consider you for resident tuition.

High school transcripts

We have not received your official high school transcript. Please ask your high school to send it to us as soon as possible. All transfer students must turn in a high school transcript. If you have graduated from high school and completed less than a full year (26 semester credits) of transferrable college coursework, an official high school transcript is required before we can evaluate your application for admission. For students who have completed more than 26 credits of college coursework, the high school transcript (or GED) is needed for proof of graduation as well as to determine if you have completed the high school preparation requirements, or met all of the prerequisites for admission to your college of choice. Exception: Students who have completed a previous A.A. degree or bachelor's degree do not need to submit a high school transcript.

GED scores

You indicated on your application that you have or will earn a GED. Contact the Department of Education in the state where you took the exam and have your scores sent to us.

Term and year of intended enrollment

You did not indicate on your application which term (fall or spring semester) or year you would like us to consider you for admission. If you indicated summer, please note that the college to which you applied does not admit degree-seeking students for summer. You may choose fall or spring. Please contact our office with this information. Be sure to provide your name and date of birth or social security number. You may write, call, or contact us through <http://admissions.tc.umn.edu>.



Or if you are missing...

ACT/SAT exam scores

If you have graduated from high school and completed less than a full year (26 transferable semester credits) of college coursework, or if you are applying to Dental Hygiene, ACT or SAT exam scores are required before we can evaluate your application for admission. If you have recently taken the exam and had your exam scores sent to the University of Minnesota, it will take approximately four weeks from the time you took the exam for your test to be scored, sent to our office, and entered into our computer system. Please allow adequate time for the test scores to arrive here.

If you took the exam some time ago, please contact the appropriate testing agency to have your scores sent to our office:

- **To request your ACT score, contact:**
ACT Assessment Score Reports
Phone: 319-337-1313
Online: www.actstudent.org/scores/send/index.html
The University of Minnesota-Twin Cities ACT code is 2156.
- **To request your SAT score, contact:**
The College Board
Phone: 609-771-7600
Online: www.collegeboard.com/student/testing/sat/scores.html
The University of Minnesota-Twin Cities SAT code is 6874.

Criminal background question

Please fax or mail an answer to the following required application question: *Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation, or is any such charge now pending against you?* If yes, include a detailed statement of explanation. Be sure to provide your full name and date of birth or Social Security number.

Expulsion/suspension/probation question

Please fax or mail an answer to the following required application question: *Have you ever been expelled, suspended, or placed on probation, or are you ineligible to return to any high school or college you have attended, for reasons of academic performance or academic dishonesty, or because of an offense that harmed or had the potential to harm others?* If yes, please include a detailed statement of explanation. Be sure to provide your full name and date of birth or Social Security number.

Major

The major you indicated on your application for admission is not available in the college you requested, or you did not indicate a major and we need you to do so to consider you for admission. Please review the majors available and the colleges where they are located (see www.catalogs.umn.edu/majors.html) and notify us of your choice. Be sure to provide your name and date of birth or Social Security number.

MELAB/TOEFL scores

We do not have either a MELAB or TOEFL exam score from you. These tests are English proficiency exams for students whom English is not their native language.

If you have already taken the MELAB or TOEFL, visit the following Web sites for information on how to have your scores sent to us:

MELAB - www.lsa.umich.edu/eli/testing/melab/

TOEFL - www.ets.org/toefl/

If you have not taken the MELAB or TOEFL, you may do so on the University of Minnesota campus or at various locations around the world.

Taking the MELAB or TOEFL on campus

MELAB testing is paper-based and occurs approximately once a month throughout the year. The cost for the MELAB is \$80. TOEFL testing is internet-based and occurs 1-2 times per month. The cost for the TOEFL is \$140.

For more information, visit www.uccs.umn.edu/education/testing/testingctr.htm or call University Counseling and Consulting Services at 612-624-5520.

Taking the MELAB or TOEFL at other locations

For information on taking the MELAB or TOEFL in other states or countries, visit the following Web sites:

MELAB - www.lsa.umich.edu/eli/testing/melab/

TOEFL - www.ets.org/toefl/

Submit all missing information to:

Office of Admissions

University of Minnesota
240 Williamson Hall
231 Pillsbury Dr. S. E.
Minneapolis, MN 55455-0213

Phone: 612-625-2008 or 1-800-752-1000

Fax: 612-626-1693

Web site: <http://admissions.tc.umn.edu/answers>

Forms online: <http://admissions.tc.umn.edu/PDFs>

