Missing Information Guide

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, even if no credit was earned. The transcript must have been issued less than one year before the date we receive it.

<table>
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<th>Applying for:</th>
<th>Transcripts Needed for Application Review:</th>
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<tbody>
<tr>
<td>Spring semester</td>
<td>• Official transcripts from all colleges attended, including:</td>
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<td>- Final transcripts from the previous spring semester at your current institution</td>
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<td></td>
<td>- List of courses planned or in progress for fall semester at your current institution.</td>
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<tr>
<td>Fall semester</td>
<td>• Official transcripts from all colleges attended, including:</td>
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<td></td>
<td>- Final transcripts from fall semester at your current institution (typically available in December or January)</td>
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<td></td>
<td>- List of courses planned or in progress for spring semester at your current institution.</td>
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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
All applicants must turn in a high school transcript. The high school transcript (or GED) is needed to determine: proof of graduation; whether you have completed the high school preparation requirements; and whether you have met all of the prerequisites for admission to your college of choice. Exception: students who have previously completed an 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.

Application fee
We have not received your $55.00 non-refundable application fee. If you applied online, you can log back into your application and pay by credit card, or you can complete the Application Fee Form (available online at http://admissions.tc.umn.edu/PDFs/application_fee_form.pdf) and submit it with your payment.
Supplemental applications and forms are online at http://admissions.tc.umn.edu/PDFs

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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 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: 319-337-1270
  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: 866-756-7346
  Online: www.collegeboard.com/student/testing/sat/scores.html
  The University of Minnesota-Twin Cities SAT code is 6874.

List of work, school, or other activities since graduating from high school, with dates included.
Please provide a list of work, school, or other activities since graduating from high school, with dates included. Examples may include, but are not limited to, work experience, family responsibilities, exchange programs. Please submit your list to the Office of Admissions by mail or online at http://z.umn.edu/emailus. If you submit online, please use “Activity List” for your subject line. This information is required to assist in the overall assessment of your application materials, and to ensure that any coursework since high school graduation is reflected in your application file.

Criminal background question
Please fax or mail an answer to the following required application question: Have you ever been convicted of a criminal offense (felony, misdemeanor, or juvenile offense) other than a minor traffic violation, or is any such charge now pending against you? If yes, attach a description of the incident(s), including the date(s) and location(s). Be sure to provide your full name and date of birth.

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

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

Have your scores from one of these tests sent to us.

TOEFL
http://www.ets.org/toefl/
Inside the U.S. and Canada: 1-800-486-6335
Outside the U.S. and Canada: 1-609-771-7100; U of M test code, 6874

IELTS
http://www.ielts.org/
Phone: 323-255-2771 (in the U.S.A)
ielts@ieltsintl.org

IELTS
http://www.cambridgemichigan.org/
1-866-696-3522

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

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Supplemental applications and forms are online at http://admissions.tc.umn.edu/PDFs