



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.

Applying for:	Transcripts Needed for Application Review:
Spring semester	<ul style="list-style-type: none"> Official transcripts from <i>all</i> colleges attended, including: <ul style="list-style-type: none"> - Final transcripts from the previous spring semester at your current institution - List of courses planned or in progress for fall semester at your current institution. (If the courses in progress do not appear on the transcript, they may be listed on the application.)
Fall semester	<ul style="list-style-type: none"> Official transcripts from <i>all</i> colleges attended, including: <ul style="list-style-type: none"> - Final transcripts from fall semester at your current institution (typically available in December or January) - List of courses planned or in progress for spring semester at your current institution. (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 Application Fee Form (available online at http://admissions.tc.umn.edu/PDFs/application_fee_form.pdf) 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 transferable 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.



Or if you are missing...

➔ 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>.

➔ 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 or Dental Therapy, 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 SAT 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:**
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 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.

➔ 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 websites for information on how to have your scores sent to us:

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

TOEFL - www.ets.org/toefl/

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>



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