OFFICIAL REQUEST: ACTION REQUIRED

May 21, 2013

Dear Sample,

I am writing regarding an important University of Minnesota-Twin Cities enrollment requirement. This letter serves as our official request for a copy of your final high school transcript with graduation date.

It is the policy of the University of Minnesota that students must graduate from high school or complete a GED prior to the first day of fall semester. In order to confirm your eligibility to enroll at the University of Minnesota-Twin Cities fall semester 2013, we must receive verification that you have met this requirement.

Please have your official, final high school transcript or official GED test results submitted to the Office of Admissions as soon as possible, but no later than August 1, 2013. Final transcripts must include senior year grades and date of graduation. (Once we receive your transcript, we will send you an email to let you know it has been received.)

I must alert you that if we do not receive your final high school transcript with proof of graduation by August 1, 2013, you will not be eligible to enroll at the University this fall and your admission will be withdrawn. Please be sure to meet this important deadline.

If you have any questions, please contact us as soon as possible at 612-625-2008 or 1-800-752-1000 (TTY for the hearing impaired: 612-625-9051).

Thank you for your attention to this important request.

Sincerely,

Rachelle Hernandez
Director of Admissions