

OFFICIAL REQUEST: ACTION REQUIRED

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*.**

Please follow your school's protocol to request to have your official, final high school transcript (or official GED test results) submitted to the Office of Admissions as soon as possible after your graduation, but no later than **July 1, 2017**. Final transcripts must include senior year grades and date of graduation, as well as any courses you have taken at a college while in high school, even if no credit was earned. Once we receive your transcript, we will send you an email to let you know it has been received.

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 for fall semester 2017, we must receive verification that you have met this requirement.

It is important to note that if we do not receive your final high school transcript with proof of graduation by July 1, 2017, you may not be eligible to enroll at the University this fall, and your admission may be withdrawn.

If you have any questions or concerns about meeting this important deadline, 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
Associate Vice Provost for Enrollment Management & Director of Admissions