



Admissions UPDATE

November 6, 2009

Dear Colleague,

I am writing to let you know that effective immediately, the University of Minnesota-Twin Cities is no longer requiring the *Transcript Request & Counselor Form* as a component of a complete application for admission. (If students bring in the Transcript Request & Counselor Form to your office, it does not need to be sent to us.)

We began requiring this form years ago at the request of high school counselors because counselors wanted their students to let them know that they were applying to the U of M. In addition, the form was used as a way for students to request that their transcripts be sent to the U of M. However, with the increase in the number of schools that submit high school transcripts electronically and because information on students' high school academic records is included on the high school transcript, we are no longer requiring the *Transcript Request & Counselor Form*.

In response to this change, we have:

- Removed the *Transcript Request & Counselor Form* from our list of required application materials in our electronic communications and in most of our print communications. (Please note that the form is listed as a required item in our paper application. Because the paper application has already been printed and it would be cost prohibitive to reprint it, we are unable to reprint the paper application.)
- Made certain that our admissions counselors and phone staff are aware that this change is effective immediately so they are responding appropriately to questions we receive from students and their families.

As a reminder, if your students want to know if any items are missing from their applications or whether their applications are complete, please direct them to our online Application Tracker at <http://admissions.tc.umn.edu/tracker/>.

If you have any questions, please don't hesitate to contact us.

Regards,

Dr. Wayne Sigler
Director of Admissions
University of Minnesota-Twin Cities

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