Guide to Submitting Missing Items

There are four components of a complete freshman application: Test scores, transcripts, application fee, and application. If a student is missing part(s) of the application, it will be noted in a letter as well as on Application Tracker at http://admissions.tc.umn.edu/tracker. This flier contains information about how to submit items that students may be missing.

If test scores are missing

ACT or SAT scores
We will always consider the best composite score submitted by each applicant, so we strongly encourage students to list the U of M as one of the schools to receive an official score each time they sit for an ACT or SAT exam.

- To send an ACT score, visit www.actstudent.org/scores/send and use U of M test code 2156.
- To send an SAT score, visit http://sat.collegeboard.org and use U of M test code 6874.

Important: Students who have already taken the ACT or SAT should send current scores to us now to ensure their applications can be completed on time.

GED scores
Students who have earned or will earn a GED must have official scores sent to us.

MN Battery or TOEFL scores
The MN Battery and TOEFL are English proficiency exams for students for whom English is not their native language. Students who have questions about registering for an English proficiency exam or sending scores, should contact the Office of Admissions at 612-625-2008 or 1-800-752-1000.

If transcripts are missing

Applicants who are currently in high school must submit an official transcript through the end of junior year. Applicants who have already graduated from high school must submit an official final high school transcript that includes grades through the end of 12th grade and the date of graduation. Applicants who have taken college courses must submit official transcripts from those colleges as well, even if no credit was earned. Please note: We are not able to accept faxed or photocopied transcripts.

For up-to-date information about the materials we’ve received, students can visit Application Tracker at http://admissions.tc.umn.edu/tracker. Questions? Please contact us as soon as possible at 612-625-2008 or 1-800-752-1000.
If application fee is missing

Please see the Application Fee Form online at http://admissions.tc.umn.edu/PDFs/application_fee_form.pdf for online and check payment information.

If an application answer is missing

Sometimes we receive an application that does not contain responses to all required questions. If Application Tracker indicates that an application is missing a response to one of these questions, please see below for details on how to submit that information.

Application for resident classification
If Application Tracker indicates that “Application for resident classification” is missing, applicants should complete and submit the residency form found at http://admissions.tc.umn.edu/PDFs/ResidencyReciprocity.pdf. This information will not be used to make an admission decision; it will be used to consider the applicant for Minnesota resident tuition.

Criminal background question
If Application Tracker indicates that “Response to required criminal background application question” is missing, applicants should 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). Full name and date of birth must be included with the response.

Expulsion/suspension/probation/eligibility to return question
If Application Tracker indicates that “Response to required expulsion/suspension/probation/eligibility to return question on application” is missing, applicants should 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. Full name and date of birth must be included with the response.

Please submit all missing information to:
Office of Admissions • 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
http://admissions.tc.umn.edu/apply/complete