

OFFICIAL REQUEST: ACTION REQUIRED

<Date>

<Address block>

Dear <First Name>,

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 that 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, 2018***. 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.

University of Minnesota policy states 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, we must receive verification that you have met this requirement.

If we do not receive your final high school transcript with proof of graduation by July 1, 2018, you may not be eligible to enroll at the University this fall. 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. We look forward to welcoming you to campus this fall!

Sincerely,

Heidi Meyer
Executive Director of Admissions

<EMPLID>