



# Secondary School Transcript Request

Please fill in the Applicant Section below and give this form to your secondary school counselor. Be sure to give your counselor time to fill out this form before the due date. After completing the form, your counselor should send it to:

**Rochester Institute of Technology**  
Undergraduate Admissions Office  
60 Lomb Memorial Drive  
Rochester, NY 14623-5604

### Due Dates (Postmark)

Early Decision Plan      December 15  
Regular Decision Plan      February 1

**Applications completed after February 1 will be reviewed on a rolling basis.**

## Applicant Section:

Name \_\_\_\_\_  
Applicant's full legal name—last name first

Address \_\_\_\_\_

Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

School Name \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip Code

Are you applying under the Early Decision Plan?  Yes  No

## Counselor Section: (Please note that lack of rank and GPA will make this application more difficult to process)

CEEB CODE \_\_\_\_\_ Entered \_\_\_\_\_  Withdrew \_\_\_\_\_  Will graduate \_\_\_\_\_  
month & year month & year month & year

### Class Rank

The candidate ranks \_\_\_\_\_ in an entire class numbering \_\_\_\_\_ during the period from \_\_\_\_\_ to \_\_\_\_\_.

The rank is  weighted  unweighted. If there are other students tied at that rank, how many share the same ranking? \_\_\_\_\_

How many have a higher ranking? \_\_\_\_\_ If a precise rank is not available, indicate the rank to the nearest tenth from the top: \_\_\_\_\_ in a class numbering \_\_\_\_\_.

Of last year's graduating class, percentage of students attending: four-year \_\_\_\_\_ two-year \_\_\_\_\_ college or university.

### Grade Point Average

The applicant's cumulative GPA is \_\_\_\_\_ on a \_\_\_\_\_ scale, covering a period from \_\_\_\_\_ to \_\_\_\_\_.

This GPA is  weighted  unweighted. The applicant's highest possible GPA is \_\_\_\_\_.

Your school's minimum passing grade is  60  65  70  other (specify) \_\_\_\_\_

In comparison to other college preparatory students at your school, this applicant's course selection is:

most demanding  very demanding  demanding  average  less than demanding

### Standardized Test Scores

SAT I Scores		
Verbal	Math	Date

ACT Scores					
Eng	Math	Read	Sci	Comp	Date

SAT II Achievement Tests		
Subject	Score	Date

TOEFL (international applicants) Date: \_\_\_\_\_ Total Score: \_\_\_\_\_ Listening: \_\_\_\_\_ Writing: \_\_\_\_\_ Reading: \_\_\_\_\_

