



Kendall College

Office of Admissions

Authorization to Release Transcript

Official transcripts are required to verify admission requirements and determine transfer credit. To ensure there is no delay in assessing awarding transfer credit toward your Kendall College program, please follow the instructions listed below to order transcripts from your previous schools including high school transcripts if necessary.

Instructions:

1. Complete all required information.
2. If you attended more than one school, make as many copies of this form as you require and complete ONE authorization form for EACH school attended.
3. Print and SIGN your name where indicated and return with your application.

Please be aware that some schools may require a fee along with the transcript request.

Personal Information:

Student Name: _____
Last First Middle

Last 4 digits of SS#: _____ Date of Birth: _____

Address: _____
Street City State Zip

Daytime Phone #: _____ E-mail: _____

Complete former high school/college information below:

Name of School: _____

Address (city, state): _____
City State

Dates of Attendance: _____ Program: _____

Other names under which you may have attended: _____

I authorize Kendall College to request and accept my official transcripts from the institution listed above. Please send my transcript to the below address:

Kendall College
Attn: Admissions Office
900 N. North Branch Street
CHICAGO, IL 60642
kendalladmissions@kendall.edu

Please fax OR scan and email signed form to your Enrollment Advisor.

Signature: _____

Date: _____