

# OUR LADY OF MERCY SCHOOL FOR YOUNG WOMEN

## 2021-2022 COLLEGE TRANSCRIPT REQUEST FORM – MAILED APPLICATION

**Use this form if your school does not accept electronic submission or the Common Application. We will mail your materials to the college or university.** For successful processing it is mandatory to request your transcript through Naviance in addition to completing his form\*

STUDENT NAME: \_\_\_\_\_ HOMEROOM: \_\_\_\_\_

COUNSELOR NAME: \_\_\_\_\_

Specific program for which you are applying (e.g., Psychology, Undecided, Engineering, etc) \_\_\_\_\_

**Please Circle application type below and indicate official deadline:**

- |                    |                      |
|--------------------|----------------------|
| ⇒ EARLY ACTION     | ⇒ ROLLING ADMISSION  |
| ⇒ EARLY DECISION   | ⇒ PRIORITY           |
| ⇒ REGULAR DECISION | ⇒ EARLY NOTIFICATION |



**APPLICATION DEADLINE:**

**(Please allow up to 3 weeks (15 school days) from date of submission to date of application processing)** \_\_\_\_\_

I give permission for my transcript and other supporting documents to be sent to the college listed below. I waive my right to access all letters of recommendations used for educational and employment purposes.

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Parent Signature*

\_\_\_\_\_  
*Date*

**PLEASE SEND TRANSCRIPT TO:**

NAME OF COLLEGE \_\_\_\_\_

COMPLETE COLLEGE ADDRESS \_\_\_\_\_

**(Check One)**

**Did you apply on-line?** Yes \_\_\_\_\_ No \_\_\_\_\_ **Did you request a fee waiver from your counselor?** Yes \_\_\_\_\_ No \_\_\_\_\_

Essay Enclosed YES \_\_\_\_\_ No \_\_\_\_\_ Resume Enclosed YES \_\_\_\_\_ No \_\_\_\_\_

**You must order official test scores through SAT or ACT directly and have them forwarded to the college. AP scores are not recorded on your high school transcript. Mercy does not send AP scores to the colleges. They must be sent directly by College Board.**

**PLEASE SEND THE FOLLOWING LETTERS OF RECOMMENDATIONS WITH MY APPLICATION:** (List name of each recommender)

\_\_\_\_\_  
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**STUDENT CHECKLIST:**

Submitted completed application (paper)

You will receive a form to complete if you would like your First Quarter or Mid-Year reports to be sent to the above college

For Office Use Only: Date Received : \_\_\_\_\_ Date Due: \_\_\_\_\_ Date Sent: \_\_\_\_\_