

Transcript request

Doctor of Health Administration degree

This program uses a self-managed application process in which the student gathers all of the application materials and submits them in single packet.

To the Applicant:

Three transcript request forms are included. If you attended more than three colleges or universities to complete your undergraduate and graduate degrees, please make photocopies of this form so that you can send one to each institution you attended. Remember, you will need one official transcript from all previous graduate and undergraduate level course work and degrees earned.

Many institutions charge a fee for official transcripts. To avoid delays, check your institution's policy in advance. Type or print the information requested below. Send this form and any required fee to each institution you attended.

Applicant's name: _____

Address: _____

U.S. Social Security Number: _____

Name of institution attended: _____

Dates of enrollment: from _____ to _____
(month/year) (month/year)

If attended under a name other than above, give other name _____

I hereby authorize release of my transcript(s) to Central Michigan University.

Signature: _____

To the registrar:

The applicant named above is applying to the Doctorate of Health Administration program at Central Michigan University. This program uses a self-managed application process in which the student gathers all of the application materials and submits them in a single packet. Therefore, we ask that you attach **one** copy of the student's official academic record to this form and insert the materials into one of your university letterhead envelopes. Seal the envelope and **sign across the flap** to ensure confidentiality. Return the sealed envelope to the applicant who will submit it unopened along with all of her/his application materials.

For more information call toll-free at (877) 268-4636 or e-mail us at cmuoffcampus@cmich.edu. You also can visit our Web site www.cel.cmich.edu/dha. We look forward to hearing from you.

