

APPLICANT NAME: APPLICANT ID#: ACADEMIC PROGRAM: CAMPUS:

I understand that my admission to Brandman University will be based on unofficial transcripts. If admitted, **official transcripts** required for admission must be submitted by the end of the session following my admission. If any discrepancy is found between the unofficial and official transcript(s) a further evaluation will be completed by Brandman University, which could impact any admission decision and potentially result in a revocation of admission.

An unofficial transcript is defined as follows:

1. A copy of an official or unofficial transcript issued directly to the applicant by the source institution.
2. A copy of an official transcript issued directly to another higher education institution by the source institution.
3. A download of a transcript/academic record from the source institution's secure web portal. This download must indicate the applicant's name, source institution, and whether coursework is institutional or transfer.

NOTE: Grade reports are not acceptable as unofficial transcripts.

Due to the current COVID-19 restrictions, we may extend the below deadlines based on CDC guidelines.

By signing this agreement I acknowledge the following:

- If my unofficial transcripts do not show adequate course information in order to verify grades and units received, an official transcript will be required for admission review. Unofficial transcripts submitted in Microsoft Word format, will not be accepted.
- If I have not submitted all official transcripts by the end of the **third week of my first session of class**, I understand that an administrative **HOLD** will be placed on my record and I will not be able to register for classes.
- If all official transcripts have not been received by the **end of the session following my admission**, I will be administratively **DROPPED** from future session registrations.
- An official transcript is one sent directly from the institution of record to Brandman University in a sealed envelope or submitted electronically to Brandman University from the institution of record. A transcript issued to the applicant **MAY be accepted** if it is delivered in the official unopened and sealed envelope from the institution of record.

APPLICANT SIGNATURE: DATE: