



# Transcript Waiver Request Form

Directions: Please complete this form in its entirety and return it, with all additional documentation, to the Office of Admissions on Cooper Campus, OB 119. You will be notified by your Admissions Officer after a decision has been made.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Last, first, middle initial)

\_\_\_\_\_  
BCTC Student ID Number

\_\_\_\_\_  
Street address, City, ST, ZIP Code

\_\_\_\_\_  
Primary phone number | Other phone number

\_\_\_\_\_  
Email address

**Transcript Type:**

- High School Transcript  College Transcript

**School Information:**

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

\_\_\_\_\_  
Grades Attended or Degree Awarded

\_\_\_\_\_  
School Address

\_\_\_\_\_  
Country

**Reason for Transcript Waiver Request:**

- Foreign school no longer exists  Records were destroyed  Political Unrest  
 Country is in a state of war  Country is in a state of disaster  Other (please provide details)

*Please provide detailed information about the extenuating circumstances that are currently inhibiting you from obtaining your high school or college transcripts. If possible, please attach any supporting documents or evidence to this request form.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FOR OFFICE USE ONLY:**

- Approved  
 Denied  
 Further Documentation Required: \_\_\_\_\_

\_\_\_\_\_  
Associate Dean of Admissions, Shelby Hugle Date