



## TRANSCRIPT REQUEST

High school graduation is a prerequisite for admission to any program offered by The New England Institute of Art. Proof of such graduation must be provided prior to your start of classes. Outlined below are the procedures to follow depending on your particular situation.

Please mail the form at the bottom directly to your high school with the appropriate fee that may be required.

### **HIGH SCHOOL SENIORS**

Please submit a copy of your partial transcript as soon as possible. Upon graduation, you will be requested to submit a copy of your final high school transcript record to The New England Institute of Art.

### **HIGH SCHOOL GRADUATES**

If you have not already submitted proof of your high school graduation to The New England Institute of Art, please proceed as follows:

1. Submit a copy of your final high school transcript record  
OR
2. If you do not have a final high school transcript record in your possession, complete this form and return both copies to The New England Institute of Art immediately.

### **GENERAL EDUCATION DIPLOMA (GED) RECIPIENTS**

If you did not formally complete high school but have satisfactorily completed a state General Education Diploma (GED), High School Equivalency Examination, please submit a copy of the test scores to The New England Institute of Art.

### **COLLEGE TRANSFER STUDENTS**

If you have attended college and wish to have your core credits considered for transfer, you may submit a copy of your college transcript(s) with course descriptions to The New England Institute of Art for this evaluation. They must be submitted by the deadline given.

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#### **Dear Counselor/Registrar:**

I graduated from high school in \_\_\_\_\_ Month \_\_\_\_\_ Year High School Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

I graduated from/attended college in \_\_\_\_\_ Month \_\_\_\_\_ Year College Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Please forward my transcripts to:  
Director of Admissions  
The New England Institute of Art  
10 Brookline Place West  
Brookline, MA 02445-7295  
Ph: 1-800-903-4425 Fax: 617-582-4500

I hereby authorize you to release my transcripts to The New England Institute of Art.

Student's Name (please print) \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Social Security Number \_\_\_\_\_

**Note: If information to process this application is listed under a different name, please list names below.**