

The Duke MBA Transcript Request Form

Office of Admissions
The Fuqua School of Business, Duke University
100 Fuqua Drive, Box 90120
Durham, North Carolina 27708-0127



To Be Filled Out By The Applicant

Please fill out the information requested below and give this form to your school registrar. If you have attended more than one college or university, undergraduate or graduate, please print this form for the additional number you require. Be sure to give this form to the registrar early enough to be returned to you in time to be included with your supplemental materials.

Name of Applicant _____

Current Address _____

College / University _____

City _____ Country _____

Dates of Enrollment: From _____ To _____ Degree _____ Degree Date _____
MM/YYYY MM/YYYY MM/YYYY

To Registrar

I hereby request that my transcript be sent:

- To me in a sealed envelope for submission to The Fuqua School of Business. (*preferred*)
 Directly to the Director of Admissions at the above address.

Applicant's Signature _____ Date _____

To Be Filled Out By The Registrar

Please provide the information requested below and attach the applicant's transcript to the back of the form. Please enclose this form and the transcript in a sealed envelope and sign it across the flap.

- Transcript sent directly to the applicant.
 Transcript sent directly to the Director of Admissions.

Check as appropriate:

- Applicant is currently enrolled.
 Degree conferred _____
Major Area of Study _____
 Other _____

Other information:

Applicant's cumulative grade point average _____

(If this is not calculated on a 4.0 scale, please attach an explanation of the grading system.)

Applicant's Class Rank _____ out of _____

Please check if rank is not available.

Has this applicant ever been on academic probation or suspension?

Yes No

If institution is located outside of the United States, please indicate the language of instruction. _____

(If the transcript is not in English, please include an English translation.)

Signature of Registrar Contact _____ Phone Number _____