

REQUEST FOR HIGH SCHOOL OR COLLEGE RECORDS**DIRECTIONS TO APPLICANT:**

1. Send this form along with any required fees to all previously attended universities, colleges, or high schools.
2. Contact Admissions & Records 2-4 weeks after request was sent to verify that transcripts have arrived. Be sure to include all former names.
3. If you wish previous college work to be evaluated for transfer credits, you must fill out a **transfer credit evaluation request** and submit it to the Admissions & Records office. (Please allow 6-8 weeks for your request to be processed).

Please send an official college or high school transcript to:

Office of Admissions & Records Sort code **C1K**
Community College of Southern Nevada
3200 East Cheyenne Avenue
North Las Vegas, Nevada 89030-4228

LAST NAME _____ FIRST _____ MI _____

DATE OF BIRTH _____ FORMER NAME(S) _____

ADDRESS _____

SOCIAL SECURITY or ID NUMBER _____

FEE ENCLOSED _____ DATES ATTENDED _____

SIGNATURE _____ DATE _____