

Transcript Request

Webber International University

Graduate School of Business



Attention: Office of the Registrar
P.O. Box 96

1201 N. Scenic Hwy.
Babson Park, FL 33827

email: mba@webber.edu

Phone: 800-741-1844 or (863) 638-1431

Master of Business Administration Degree Program

TO THE APPLICANT:

Your application cannot be reviewed until all official copies of test results, grades and official conferrals of degrees have been received. Applicants are responsible for ensuring that all required credentials are filed on time.

Please complete the information requested below. Send this form to your school early enough so that it will be returned to the Office of the Registrar at the Webber International University Graduate School of Business in time for your application to receive full consideration.

TO BE COMPLETED BY APPLICANT:

Name of Applicant _____
Last First Middle Initial

Address _____
Number and Street or P.O. Box City or Town State Zip

Social Security # / Student Identification #: _____ / _____ / _____

University or Institution (Please include address) _____

Field of Study _____

Dates of Enrollment: From _____ To _____
(Month / Year) (Month / Year)

Title of Degree and Date of Conferral _____

I hereby authorize the registrar of the school named above to forward my academic records and to related comments to the Office of the Registrar at the Webber International University Graduate School of Business.

Signature _____

Date _____

TO THE SCHOOL REGISTRAR:

The person listed on the back of this page is applying for admission to a two-year program at Webber International University's Graduate School of Business in the Master of Business Administration Degree Program. The applicant cannot be considered without a complete academic record which has been certified as official and submitted by the registrar of your institution. Please complete this form and enclose it in an envelope with two (2) copies of the applicant's academic transcript. To help us fairly evaluate the student's academic ability, please answer these questions if possible:

1 If a copy of the student's academic record cannot be forwarded, please indicate the reasons.

2 Please indicate the marking or grading distribution (from high to low, example: A=4, B=3 etc.) used at your institution.

What is the lowest passing/satisfactory mark for a course? _____

3 If a student has failed or repeated a course, is it indicated on the academic record? Yes No

4 Year of Graduation _____ Date of Degree Conferred _____

5 Additional comments you may wish to make about this student:

OFFICIAL SCHOOL SEAL OR STAMP

Authorized Signature _____

Name of Registrar or Official Completing this Form _____

Position or Title _____

Please mail directly to the Office of the Registrar at the Webber International University Graduate School of Business.