

IMPORTANT INFORMATION ABOUT TRANSCRIPTS

Transcripts are an integral part of the admissions process at The Juilliard School.

Applicants will not be seriously considered for admission until official transcripts are available for review by the Admissions Committee. Please note that if your transcript is not in English, you will need to provide a certified English translation of your documents.

Before a new student can enroll in courses at The Juilliard School, a final, official transcript (including date of graduation, if applicable) must be on file with the Office of the Registrar.

On the reverse side, there is an example of an in-progress secondary school transcript. THIS IS ONLY AN EXAMPLE, but it does include the necessary components of any transcript. These components are:

- The student's complete name and an identifying piece of information, such as date of birth or social security number.
- The name, address, and contact information of the school.
- A list of all courses/classes taken while the student attended the school, and the grades/marks earned in those courses. **For high school/secondary school transcripts, this should include all courses/classes taken from grades 9 through 12.** If you have attended more than one school for grades 9-12, please have transcripts from all schools sent.
- If the student has graduated from the school, the transcript must include a date of graduation or degree awarded.
- A signature from a school official, and/or a school seal.
- Transcripts should arrive at The Juilliard School in a sealed envelope from the issuing institution. The Juilliard School does not accept unofficial, photocopied, faxed, or student copies of transcripts.

FOR STUDENTS WHO ARE CURRENTLY ATTENDING HIGH SCHOOL/SECONDARY SCHOOL:

- An official copy of your in-progress high school/secondary school transcript from grade 9 to present must be submitted before an admissions decision can be made. If you are admitted to The Juilliard School, a final, official transcript with date of graduation will be required by July 1.

FOR INTERNATIONAL STUDENTS:

- If you are a graduate of a foreign secondary school, those studies must be equivalent to a U.S. high school. Equivalency information and translations may be obtained through World Education Services, (212) 966-6311. Applicants must submit official school transcripts accompanied by notarized English translations (if applicable) in accordance with the application requirements for the program to which they have applied.

FOR STUDENTS IN THE BRITISH EDUCATIONAL SYSTEM:

- In addition to a transcript showing your coursework/classes for grades 9-12, please also provide an official copy of your certificate for having passed your secondary school exams.

FOR STUDENTS WHO ARE CURRENTLY ATTENDING (or have graduated from) A POST-SECONDARY COLLEGE OR UNIVERSITY:

- If you are currently in your first year of college or university, please have your high school/secondary school mail us your final transcript with graduation date. Please ALSO have your current college/university mail us your in-progress transcript for the work you have done thus far.
- If you are in your second (or later) year of college or university, we need only your in-progress transcripts for the work you have done at college/university.
- If you have graduated from college/university, please have that school mail us your final, official transcript with date of graduation and degree granted.

PLEASE HAVE YOUR SCHOOL(S) MAIL OFFICIAL TRANSCRIPTS TO:

**The Juilliard School
Office of Admissions
60 Lincoln Center Plaza
New York, NY 10023**

Faxed, photocopied, or student copies of transcripts will not be accepted.

Questions?: (212) 799-5000 x223 or admissions@juilliard.edu

Name: John Q. Student
Date of Birth: 12/28/1992
Address: 123 Main Street
New York, NY 10011
Date of Entry: 8/30/2007
Date of Graduation:

Midvale Secondary School
456 Oak Lane
New York, NY 10012
(212) 555-1234

OFFICIAL TRANSCRIPT
Date Issued: 12/17/2010

Final transcripts will include date of graduation.

COURSE NAME **FINAL GRADE** **CREDITS EARNED**

Grade 9 (2007-08)

English 9	A-	1.0 credit
Algebra I	B+	1.0 credit
Biology	B	1.0 credit
U.S. History	A	1.0 credit
Spanish I	B-	1.0 credit
Intro to Theater	A	1.0 credit
Orchestra	A	1.0 credit
	GPA: 3.52	7.0 credits

Grade 10 (2008-09)

English 10	A	1.0 credit
Geometry	A	1.0 credit
Chemistry	C+	1.0 credit
World History	A-	1.0 credit
Spanish II	B	1.0 credit
Acting I	A	1.0 credit
Orchestra	A	1.0 credit
	GPA: 3.57	7.0 credits
	Cumulative GPA: 3.55	14.0 credits

Grade 11 (2009-10)

English 11	A	1.0 credit
Calculus	C	1.0 credit
Biology 2	C	1.0 credit
Spanish III	A-	1.0 credit
Phys Ed	A	0.5 credit
Acting II	A	1.0 credit
Stagecraft & Design	A	1.0 credit
Health	B	0.5 credit
	GPA: 3.31	7.0 credits
	Cumulative GPA: 3.47	21.0 credits

Grade 12 (2010-11) IN PROGRESS

English 12		1.0 credit
AP Calculus		1.0 credit
Chemistry II		1.0 credit
Spanish IV		1.0 credit
Phys Ed		0.5 credit
Costume Design		0.5 credit
Advanced Acting		1.0 credit

GRADING SCALE

A+ = 4.33
A = 4.00
A- = 3.67
B+ = 3.33
B = 3.00
B- = 2.67
C+ = 2.33
C = 2.00
C- = 1.67
D+ = 1.33
D = 1.00
F = 0.00

Transcripts should include the scale used for grading!

Transcripts should include all courses taken while at that school, and the grades earned in each course.

Transcripts are not "official" unless they include a signature from a school official or school seal!

Official Signature: Mary P. Smith **12/17/2010**
Mary P. Smith, Registrar