



Dear Student,

All students enrolled at The New York Conservatory must show proof of a high school degree/diploma or the equivalent by the start of the program. Original transcripts, examination scores, or mark sheets must be sent directly to NYCDA from each examination board and/or school the student attended. **In addition, students must provide a certified English language translation of all official international transcripts not written in English.**

This letter is requesting you to contact a transcript evaluator service in an effort to have your high school transcript evaluated. The evaluation must indicate that you have received the equivalency of a U.S. high school diploma, show a course by course evaluation, and GPA. You are responsible for the timely evaluation of documents and for all costs and fees associated with these services.

You may locate a transcript evaluator service by visiting <http://www.naces.org/members.html>.

Costs vary by company. The evaluator should submit your evaluation directly to:

**Registrar  
The New York Conservatory for Dramatic Arts  
39 W 19<sup>th</sup> Street. 2<sup>nd</sup> Floor  
New York, NY 10011**

It is recommended that you get started with this request as soon as possible to avoid any delays prior to the start of classes. Semester starts are as follows: **September 2, 2014, October 13, 2014 & January 5, 2015**. Should you have any questions or concerns, please feel free to contact the Registrar at [registrar@sft.edu](mailto:registrar@sft.edu). (646)216-2860.

Sincerely,

Tara Kent  
Registrar