



# Official Transcript Request and Guidance Counselor Recommendation

## To the Applicant

Please fill in your name, check off the schools to which you've applied and sign the form. Then please take it to your Guidance Counselor, academy registrar (or educational supervisor if homeschooled) as soon as possible.

### 1. Fill in your name.

Last Name/Surname	First	Middle
Preferred First Name		

### 2. Select where to send your transcript(s) and test scores.

Listed below are the mailing addresses and SAT/ACT codes for all the schools of the Association of Adventist Colleges and Universities, including those you've applied to. Please check the schools to which you have applied and to which you want your high school Guidance Counselor to send your transcript(s) and test scores. This will help ensure all your supporting documents arrive at the appropriate office as soon as possible.

- Adventist University of Health Sciences**  
Office of Enrollment Services  
Attn: Adventist Choice Processing  
671 Winyah Drive  
Orlando, FL 32803  
(407) 303-7742  
Youuhenky.Hickman@adu.edu  
SAT Code: 3614  
ACT Code: 4907
- Andrews University**  
Undergraduate Admissions  
Attn: Adventist Choice Processing  
4150 Administration Drive  
Berrien Springs, MI 49104-0740  
(269) 471-6343  
undergrad@andrews.edu  
SAT Code: 1030  
ACT Code: 1992
- Burman University**  
Office of Admission  
Attn: Adventist Choice Processing  
5414 College Avenue  
Lacombe, Alberta T4L 2E5  
(800) 661-8129, ext 1  
admissions@burmanu.ca  
SAT Code: 0914  
ACT Code: 5208
- Kettering College**  
Admissions Office  
Attn: Adventist Choice Processing  
3737 Southern Boulevard  
Kettering, OH 45429-1299  
(937) 395-8628  
studentadmissions@kc.edu  
SAT Code: 0602  
ACT Code: 3279
- La Sierra University**  
Office of Admissions & Records  
Attn: Adventist Choice Processing  
4500 Riverwalk Pkwy.  
Riverside, CA 92515  
(951) 785-2176  
admissions@lasierra.edu  
SAT Code: 4380  
ACT Code: 0294
- Loma Linda University**  
Loma Linda University accepts only students who transfer from other colleges or who have already completed a bachelor's degree. No freshmen are accepted. If you indicated your desire to be contacted by Loma Linda University about their health care programs, we will share your interest with their admission office. Visit [explore.llu.edu](http://explore.llu.edu) or email [admissions.app@llu.edu](mailto:admissions.app@llu.edu) to learn more.
- Oakwood University**  
Admission Office  
Attn: Adventist Choice Processing  
7000 Adventist Boulevard, NW  
Huntsville, AL 35896  
(256) 726-7356  
admission@oakwood.edu  
SAT Code: 1586  
ACT Code: 0030
- Pacific Union College**  
Enrollment Services  
Attn: Adventist Choice Processing  
One Angwin Avenue  
Angwin, CA 94508  
(707) 965-6336  
admissions@puc.edu  
SAT Code: 4600  
ACT Code: 0362
- Southern Adventist University**  
Office of Admissions  
Attn: Adventist Choice Processing  
4881 Taylor Circle  
Collegedale, TN 37315-0371  
(423) 236-2835  
enrollment@southern.edu  
SAT Code: 1727  
ACT Code: 4006
- Southwestern Adventist University**  
Office of Admissions  
Attn: Adventist Choice Processing  
Box 567  
Keene, TX 76059  
(817) 202-6794  
admissions@swau.edu  
SAT Code: 6671  
ACT Code: 4184
- Union College**  
Enrollment Services  
Attn: Adventist Choice Processing  
3800 South 48th Street  
Lincoln, NE 68506-4300  
(402) 486-2504  
enroll@ucollege.edu  
SAT Code: 6865  
ACT Code: 2480
- Walla Walla University**  
Undergraduate Admissions  
Attn: Adventist Choice Processing  
204 South College Avenue  
College Place, WA 99324-3000  
(509) 527-2608  
transcripts@wallawalla.edu  
SAT Code: 4940  
ACT Code: 4486
- Washington Adventist University**  
Admissions Office  
Attn: Adventist Choice Processing  
7600 Flower Avenue  
Takoma Park, MD 20912  
(301) 891-4000  
enroll@wau.edu  
SAT Code: 5890  
ACT Code: 1687

### 3. Please sign and date below.

Signature \_\_\_\_\_

Date \_\_\_\_\_

- I understand that my application is considered complete only when my transcript(s), official test scores and Guidance Counselor's recommendation have been received.

### 4. Take this form to your Guidance Counselor, academy registrar (or educational supervisor if homeschooled) as soon as possible.

### 5. Guidance Counselor, please complete the recommendation on the other side of this form.

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## To the Guidance Counselor

Please complete and return this form, along with the applicant's official high school transcript(s), to each of the schools noted by the applicant. The schools' mailing addresses can be found on the front of this document.

Guidance Counselor Name \_\_\_\_\_

Title \_\_\_\_\_

School \_\_\_\_\_

Guidance Counselor's Phone \_\_\_\_\_

Guidance Counselor's Fax \_\_\_\_\_

Guidance Counselor's Email \_\_\_\_\_

CEEB/ACT Code \_\_\_\_\_

High School Average (at time of application) \_\_\_\_\_

High School Average:  Weighted  Not weighted (check only one)

### Ratings

Compared with other students in his or her class year, please rate this student in terms of:

No basis		One of the top few I've encountered (top 1%)	Outstanding (top 5%)	Excellent (top 10%)	Very good (well above average)	Good (above average)	Average	Below average
<input type="checkbox"/>	Academic achievement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Extracurricular accomplishments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Personal qualities and character	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Overall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Evaluation

Please write whatever you think is important about this student, including a description of academic, extracurricular and personal characteristics. We welcome a broad-based assessment that will help us to differentiate this student from others. (Feel free to attach an additional sheet or another reference you may have prepared on behalf of this student.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

There are various ways for you to send transcript(s) to each Adventist school. For more information go to [www.AdventistColleges.org/counselors-and-registrars](http://www.AdventistColleges.org/counselors-and-registrars).

I recommend this student:  With reservation  Fairly strongly  Strongly  Enthusiastically  No basis

Signature of Guidance Counselor/Advisor \_\_\_\_\_

Date \_\_\_\_\_