☐ **High School**

Contact your school or the board of education for your district and ask them to send the transcript directly to us at *recruiter@aultmancollege.edu*. There should be no charge to issue you a transcript.

☐ **College/University**

Visit your previous institution's website and search for "request a transcript". Most schools use electronic systems: you input information and pay a nominal fee to have a transcript sent. The fastest, most preferred way is to have the institution send us the transcript electronically at the email address *recruiter@aultmancollege.edu*. We do not accept official transcripts from a student's email address.

If you only have the option to send a paper copy, the transcript must be sealed in its own envelope, written in English, stamped with the official school seal, signed by the appropriate school official, and be printed on security sensitive paper.

Official paper copies can be mailed in to this exact address. Please include the attention line so that we are sure to receive it (please allow at least 7-10 business days for receipt and processing).

Attn: Admissions Office
Aultman College
2600 Sixth St SW
Canton, OH 44710

☐ **ACT/SAT Test Scores**

If this is your first time attending college (other than through College Credit Plus): your high school transcript should display your official ACT/SAT score. If it does not, you can have those results sent directly to us from the College Board by using the following codes: ACT: 3228, SAT: 3203.

If you need any assistance, please contact the admission office at 330-363-6347 or email *recruiter@aultmancollege.edu*.