



May 25, 2020

We hope the end of your school year is going well!

As your senior year is wrapping up, please make sure to contact your high school counselor's office and request your final, official, transcript be sent to Heidelberg University. **A final transcript that shows your graduation date is required by all incoming students!**

As a reminder, all college coursework taken at your high school, whether at a college campus, online, via Advanced Placement (AP), or via International Baccalaureate (IB) work, will be evaluated for college credit. An official evaluation will be made available to you for your records. College courses already evaluated may be found on our [Transfer Evaluation System site](#). AP Exam credit may be found at our [AP site](#). IB Exam credit may be found at our [IB site](#).

If you have not received a college course evaluation:

- Request an official transcript from the college(s) that offered college credit. Follow their directions to request an official transcript be sent DIRECTLY to Heidelberg-Office of the Registrar, 310 E. Market St., Tiffin, OH 44883. Electronic transcripts are accepted when available.
- If your current grades are not available, forward a schedule and/or unofficial transcript from your student portal to registrar@heidelberg.edu. The high school transcript CANNOT be used to document a college course.
- AP 2020 scores will be available in July; request an official transcript at collegeboard.org. IB exams are requested at rrs.ibo.org.

Your Orientation advising session and schedule planning will be more productive if you have the college credit evaluated soon.

Berg Pride,

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