

**NOTE: NCARB WILL ONLY ACCEPT TRANSCRIPTS ISSUED DIRECTLY
FROM THE ACADEMIC INSTITUTION.**

Dear Registrar:

The National Council of Architectural Registration Boards has been directed to prepare a record of the professional qualifications of the applicant whose name appears on the enclosed form.

The applicant has authorized the release of an official transcript to NCARB and has agreed to pay your office directly for any fee involved. We appreciate your completion and prompt return of this form along with an official transcript in the enclosed envelope.

Very truly yours,



Douglas J. Morgan
Director, Records

Note to Applicant:

- 1) If your education is from within the U.S. or Canada, have your transcript mailed to NCARB directly from your college or university. NCARB cannot accept student-issued transcripts.
- 2) If your post-secondary education is from outside the U.S. or Canada and we have asked that you have it evaluated by the National Architectural Accrediting Board, Inc. (NAAB), do not use this form and do not have your transcript(s) sent to NCARB. Contact NAAB.

EDUCATION (Applicant must complete items 1-12.)

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1. NCARB File No.: _____ 2. Name: _____
3. Address: _____
4. Daytime phone number: _____
5. Date of birth: _____ 6. Social Security Number: _____
7. College, university, technical school, or high school requested to furnish transcript:

8. Dates of attendance: _____
9. Degree(s) acquired: _____

TO THE REGISTRAR OF THE SCHOOL—FROM THE APPLICANT:

I hereby request that you send an official transcript of my academic record to the National Council of Architectural Registration Boards, using the enclosed envelope.

10. I have marked an X on one of the two statements below regarding the transcript fee.

- I am aware that a transcript fee is normally required by your office, and I have therefore enclosed a check in the amount of \$ _____.
- If a transcript fee is required, please send an invoice to my address as shown above or call me regarding fees. Thank you for your prompt cooperation.

11. Signature: _____ 12. Date: _____

*Note: Please provide a clearly legible transcript.
 Mail to: NCARB, 1801 K Street, NW, Suite 700K, Washington, DC 20006-1305*

For NCARB use only:					Page 1 of						
1st Frm	To			2nd Frm	To						
Deg Rec	Date Grad			Deg Rec	Date Grad						
NAAB	Y	N	EESA Eval	N	C	NAAB	Y	N	EESA Eval	N	C
O Date	EESA Date			O Date	EESA Date						
Rating	SH	Date Satfd		Rating	SH	Date Satfd					
EdCr	QH	SH Def		EdCr	QH	SH Def					