

## **Official High School/Secondary School Transcript: REQUIRED**

**Definition:** A transcript lists every class you took in secondary school, when you took them, and the grade you received in each class, sometimes along with additional information such as standardized test scores and any honors you received.

- Examples in your home country may include IB Diploma with individual test scores, General Certificate of Education (GCE) Advanced Levels (A-Levels), General Secondary Education Certificate, Indian Standard XII Higher Secondary School Certificate, or West African Senior School Certificate.

Your transcript must be “**official**.” For a transcript to be considered "official," we must receive it *directly from a secure site formally linked to the sending institution or testing service*. For your official high school transcript to be sent to us, it must come from your high school directly. Your school administration can send it to [transcripts@capital.edu](mailto:transcripts@capital.edu).

- Your school must use an official email address with a school domain.

Your high school may also send paper transcripts. For a paper transcript to be considered “official,” we must receive it *directly from the sending institution* in a sealed, stamped, official school or Ministry of Education envelope with the seal and any other security features intact. You can have your secondary school send a paper transcript to Capital University at:

Capital University  
Admission Office  
1 College and Main  
Columbus, OH 43209-2394

**If you have studied at any postsecondary institution after graduating from high school, you **MUST** apply as a transfer student, NOT a first year student.**

### **High school coursework requirements:**

In making our admission decision, we carefully evaluate your high school record, including cumulative high school GPA and your course curriculum. We expect all incoming students to have taken a set of college preparatory courses. This will vary based on courses available at your high school, but in general we expect to see:

- 4 English classes
- 3 Math classes (including Algebra II)
- 3 Science classes (including two lab sciences)

### **English Translation of your high school transcript**

If your transcript is not in English, you must have a certified translator translate it into English. Instruct your translator to send the English translation to [transcripts@capital.edu](mailto:transcripts@capital.edu). You may also upload this translation yourself on your application status page.

**Official English Test Scores: REQUIRED**

You must demonstrate your English proficiency with one of the following test scores:

TOEFL (paper)	TOEFL (IBT)	IELTS	ACT	SAT	Pearson (PTE)
Overall - <b>500</b> Reading subscore - 50 Listening subscore - 50	Overall - <b>71</b>	Overall - <b>6.0</b> Reading subscore - 6.0 Listening subscore - 5.5	<b>18</b> or higher on English section	<b>440</b> or higher on Reading and Writing section	Overall - <b>48</b>
Undergraduate students with a TOEFL score between 500 and 530 (or equivalent) will be evaluated for writing proficiency and may be required to take appropriate courses.	Have score sent directly to Capital University: code number 1099	Have the testing agency send scores directly to Capital University or upload your test score report to be verified.  Only <b>IELTS Academic</b> accepted (not General Training).	Have score sent directly to Capital University: code number 3242	Have score sent directly to Capital University: code number 1099	Have score sent directly to Capital University OR upload copy of score report on your status page.

***Test scores must be official; we must receive them directly from the testing agency.*** If you upload your test scores yourself, they will not be considered official, and we won't be able to use them to consider your application.

- *Note: Students may upload IELTS and Pearson scores to be verified.*

**English test score MUST be from the last 2 years.** If your test score is older than 2 years, please re-take a test.

### English testing exemptions:

You may be eligible to have this requirement waived if you meet one of the following criteria:

1. You have completed 2 or more years of high school in the U.S.A. and earned a C grade (or better) in all years of standard English (not ESL/ELL). This must be shown on your transcripts.
2. You have earned a C or higher on the IGCSE or O-Level English (first language) Exam.
3. You have passed a full year of IB English Language & Literature or IB English.
4. You have completed a college-level English composition course, including College Credit Plus, and earned a C or higher.
5. You received a 3 or higher on the AP English Language and Composition test.
6. You are from one of the following first-language English countries:
  - a. Anguilla, Antigua & Barbuda, Australia, Bahamas, Barbados, Belize, Botswana, Canada (except Quebec), Dominica, Eswatini (Swaziland), Federated States of Micronesia, Fiji, Grenada, Guyana, Ireland, Jamaica, Lesotho, Liberia, New Zealand, Sierra Leone, Singapore, South Africa, St. Kitts & Nevis, St. Lucia, St. Vincent & the Grenadines, Trinidad and Tobago, United Kingdom (Including British Overseas Territories (Anguilla; Bermuda; British Antarctic Territory; British Indian Ocean Territory; British Virgin Islands; Cayman Islands; Falkland Islands; Gibraltar; Montserrat; Pitcairn, Henderson, Ducie and Oeno Islands; St Helena and St Helena Dependencies (Ascension and Tristan da Cunha); South Georgia and South Sandwich Islands; Sovereign Base Areas of Akrotiri and Dhekelia (Cyprus); Turks & Caicos) and Crown Dependencies (Channel Islands (Bailiwicks of Jersey and Guernsey), Isle of Man)
7. WAEC results: For applicants from Ghana, Nigeria, and The Gambia, your test requirement will be waived if you have an A or B in English on the WAEC exam within the last 2 years.

*If you have questions about exemptions or believe you qualify for an exemption, please contact Tessa Perry at [tperry33@capital.edu](mailto:tperry33@capital.edu).*

**Materials Overview Table:**

Material	Required?	Description	How to submit
Passport Identification Page	<b>YES</b>	A PDF or scanned image of the identification page of your passport.	Upload on your status page.
English test scores	<b>YES</b> *Unless you qualify for an exemption	Official test scores from the testing agency: TOEFL, IELTS, Pearson, ACT, or SAT.	Request that the testing agency sends your official scores directly to Capital University.
Official High School Transcript	<b>YES</b>	A complete record of all courses you have taken in secondary school and the grades (marks) you received.	Ask your school counselor or government agency to email the transcript to us directly at <a href="mailto:transcripts@capital.edu">transcripts@capital.edu</a> .
English translation of high school transcript	<b>ONLY IF</b> your official transcript is not in English.	A translation of your high school transcript into English by a professional translator.	Send to <a href="mailto:transcripts@capital.edu">transcripts@capital.edu</a> . You may also upload this translation yourself on your application status page.
External Examination Results	<b>ONLY IF</b> your country requires external examinations to complete high school.	External exams completed at the end of your senior high school education. <i>Examples: WASSCE, NECO, CBSE, IGCSE, O-levels, A-levels</i>	Include in your high school transcript submission. If you have taken the WASSCE or NECO exams, you must upload a copy of your results along with a scratch card.
Gap Statement	<b>ONLY IF</b> you graduated from high school more than 1 year before you apply to Capital.	A brief (1-page) explanation of what you have been doing since graduating from high school (work experience, further education, caregiving, etc.).	Upload on your status page.