

# Admissions & Records Office Conditional Admissions and Registration Contract

**Official Binding Document: Please read before signing.**

Please complete, sign and fax this form to **1.972.548.6702**. This form allows you extra time to obtain your official transcripts or TSI compliance documentation for admission and registration purposes. **Students are responsible for contacting an advisor to discuss pre-requisites prior to registration.**

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Last name	First Name	Middle Name
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CWID Number or Date of Birth	Term/Semester
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**Transcript(s) Required**  
(List names of Colleges, Universities or High School)

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**TSI Documentation Required\*\***  
(Circle all that Apply- Scores must be official)

ACT Scores	SAT Scores
TSI Scores	TAKS Scores
STAAR Scores	<del>*PLAN/PSAT Scores</del>
Associate Degree	Bachelor's Degree
Previous College Credit	

~~\*For High School Juniors Only~~

**All documentation is due by:** \_\_\_\_\_

**All transcripts must show final grades and/or graduation for the last term enrolled.**

**Terms and Conditions:** You are being admitted for one term on a conditional basis pending the receipt of your **official** transcript(s) and/or TSI compliance documentation, as specified above. Failure to provide all documentation by the due date will jeopardize your future enrollment at Collin College. Additionally, you will be ineligible to receive Collin transcripts until we receive this documentation. **Signing below indicates I have read this contract and understand and agree to the terms and conditions.**

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Student Signature	Date	ARO Representative	Date
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\_\_\_\_\_ **(Initial)** I acknowledge that additional documentation may be required for verification of residency which will impact my tuition rate.

**\*\*TSI Information:** If your transcript does not adequately document your TSI status, you are responsible for providing additional documentation. A hold will be placed on your account and you will be unable to register for future semesters until documentation is received.

Mail Official Transcripts to:  
Collin College, Admissions & Records Office  
P.O. Box 8001  
McKinney, TX 75070-8001

Most colleges will send transcripts electronically. Check with your college for their policy.