

**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 transcript(s) for admissions purposes. Students are responsible for contacting an advisor to discuss pre-requisites prior to registration.

\_\_\_\_\_

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)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

**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). 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.**

\_\_\_\_\_

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.

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.