Instructions to the applicant

Please submit this form to your guidance counselor or homeschool supervisor.

Instructions to the high school or homeschool supervisor

• Cedarville University recommends the use of Parchment/Docufide or eSCRIP-SAFE for electronic submission of transcripts.

• When submitting an official high school transcript for admission review, please be sure to include the following items either on the transcript document or as an attachment:
  • Date of graduation (month/day/year)
  • Semester grades by course (preferably converted to letter grades based on the school’s grading scale)
  • Final grades by course
  • Credits earned for each course
  • Cumulative grade point average
  • Class rank (if applicable)
  • Official school seal or signature
  • Grading scale
  • Senior year courses to be taken
  • Type of curriculum (e.g., college preparatory)
  • Indication if the student is a National Merit Semifinalist or Finalist
  • School profile (if available)

ACT/SAT test scores

• Cedarville University’s test codes are as follows:
  ACT Code: 3245
  SAT Code: 1151

• Cedarville University prefers that ACT/SAT test scores are sent directly from the testing agencies.

• You may also send a copy of your official student score report from the testing agency.

• Traditional schools may provide these test scores on an official transcript.

Mailing Address for All Materials

Cedarville University, Admissions Office
251 N. Main St.
Cedarville, OH 45314

You may fax unofficial transcripts to 937-766-7575, but all official documents must be mailed or sent via one of the recommended electronic transcript vendors. Unofficial transcripts may be used for initial admissions review; however, official, final transcripts will be required prior to enrollment.