Instructions to the applicant

Please submit this form to your school counselor or to the person who will prepare and submit your home school transcript.

Instructions to the high school or homeschool supervisor

- Cedarville University recommends the use of Parchment/Naviance/Docufide, SCOIR, Slate.org, National Student Clearinghouse, Scribbles, 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) – Home school students: if you did not have an official graduation ceremony, please use the date that you completed your high school course work as your graduation date.
  - 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)

Standardized test scores

Cedarville University's test codes are:
  - ACT Code: 3245
  - SAT Code: 1151

- Cedarville University prefers that ACT/SAT/CLT/TOEFL/IELTS test scores be sent directly from the testing agencies.
- We can accept standardized test scores provided on a traditional school transcript. Traditional schools may provide these test scores on the transcript.
- We cannot accept standardized test scores provided on a home school transcript.
- We can accept a copy of the official score report applicants receive from the testing agencies.
- We cannot accept any test score submission that does not include the applicant’s name, the test date, and the scores (including primary sub scores).
- Due to the limited availability of standardized testing during the COVID-19 pandemic, Cedarville will not require a standardized test score as a requirement for admission for students entering any term through spring 2023.

Mailing Address for All Materials

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

You may fax unofficial transcripts to 937-766-7575 or email them to admissions@cedarville.edu, 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.