Submit a Transcript

The NCSSM Office of Admissions will accept transcripts from **March 1st until March 15th**. If you submitted one before March 1st, you will have to submit another during the correct time period. The transcript must show completed grades for the fall semester 10th grade and final grades from 9th grade. Once we receive and process a transcript (please allow ten days for us to process it), your UniApp page will show it as being received.

**Submitting: All Public Schools**

NCSSM has partnered with the College Foundation of North Carolina (CFNC) to enable applicants to submit their transcripts electronically. NCSSM will accept transcripts via CFNC from March 1st – March 15th, 2017. To request a transcript using CFNC.org's Transcript Manager:

-- Log into CFNC.org

-- Under the Apply Section, click 'To College,' and then 'Transcript Manager'

-- Select North Carolina School of Science and Math from the pull down menu

-- Submit your transcript to NCSSM

-- Download and review your transcript after it has been submitted, if it does not include 9th grade grades and 10th grade, fall semester grades, please have your counselor send us a 10th grade report card as well

*Having Trouble?* Your “About Me” account must be linked to a high school. Make sure your student ID, name, etc. match what is on your school transcript, and that your account is linked to your high school.

**Submitting: Private Schools**

If your school is not partnered with CFNC, you will need to have your counselor/registrar mail an official copy of your transcript. **Check with your school to make sure first semester grades have been posted BEFORE requesting the transcript.** Please have transcripts mailed to:

NCSSM Office of Admissions
PO Box 2418
1219 Broad Street
Durham, NC 27715-2418

*Private School in CFNC?* If your private school sends transcripts through CFNC, then you can use that process.

*Home School?* Please send the transcript in the format used by your home school.
Transcript Purpose

The Selection Committee reviews your grades and the rigor level of the courses taken in 9th and 10th grade. Your counselor will provide us with additional details about your school’s schedule, opportunities, and your grades, in the counselor evaluation.

Class rank not used – A transcript does not have to show a class rank. Class rank information is not formally used by the Selection Committee.

Course requirements – We do not require that students take certain courses in order to apply—we highly encourage students to take the most advanced courses that are available to them at their high school. However, we do strongly recommend that applicants take Algebra II before or during their 10th grade year.

No minimum – There is no minimum grade requirement to apply to NCSSM. You should speak to your local school counselor about your preparation as an applicant to NCSSM.

Everyone is different – The Selection Committee considers what opportunities are available at your school and whether you took advantage of them. A student is not judged against the opportunities available in other counties or schools.

Further questions regarding transcripts? Please contact Andrew Huggins, (andrew.huggins@ncssm.edu).