

# OFFICIAL DOCUMENT REQUEST

## Student:

In addition to submitting your online or printed application for admission, we require a copy of your transcript. Please sign and date this form and deliver it to your guidance counselor immediately to ensure our fastest admission decision.

By signing below, I grant my high school permission to release my transcripts to Concordia College, Moorhead, Minn.

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
STUDENT NAME PRINTED

## Counselor:

Your student referenced above is submitting an application to Concordia College. Please confirm that the above student has completed the printed or online application. We look forward to receiving the following documents at your earliest convenience:

- Official high school transcripts
- Secondary school profile (optional)
- Counselor recommendation (optional)

Documents can be sent through Docufide, Naviance or the National Student Clearinghouse Exchange.

Or you may email, fax or mail documents to:

**Email:** [admissions@cord.edu](mailto:admissions@cord.edu)

**Fax:** 218.299.4720

**Mailing address:** Office of Admission, Concordia College, 901 8th St. S., Moorhead, MN 56562

Thank you so much for your prompt attention in submitting these documents.

**CONCORDIA**  
**COLLEGE**

Mike Vandenberg  
*Director of Recruitment*  
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