

**\*\*\* DOWNLOAD AND SAVE FORM TO YOUR COMPUTER BEFORE COMPLETING FORM \*\*\***

**PLEASE COMPLETE THE ENTIRE FORM - INCOMPLETE FORMS WILL BE RETURNED**

**IMPORTANT: PRIOR VERSIONS OF THIS FORM WILL NOT BE ACCEPTED. PLEASE ALWAYS RETURN TO THE REGISTRAR'S PAGE ON ADLER CONNECT, [HTTPS://CONNECT.ADLER.EDU/STUDENTSERVICES/REGISTRAR/PAGES/DEFAULT.ASPX](https://connect.adler.edu/studentservices/registrar/pages/default.aspx), TO ENSURE YOU HAVE THE MOST UP TO DATE FORM.**

Adler University \* Office of the Registrar \* registrar@adler.edu

---

## PsyD INTERNSHIP TRANSCRIPT REQUEST COVERSHEET - CHICAGO CAMPUS

**Instructions: submit this coversheet along with your APPIC form when requesting your official Adler transcript for the PsyD internship application process. Note: the APPIC is not a Registrar's Office form.**

### SECTION ONE: PERSONAL INFORMATION

Last Name:

First Name:

Previous Name(s) During Attendance:

Start Year in the PsyD Program:

Are you currently enrolled in the PsyD program at Adler? Please answer **YES** or **NO**:

Date of Birth (include month, day, and year):

### PLEASE PROVIDE YOUR STUDENT ID *or* LAST FOUR DIGITS OF YOUR SSN

**\*\*\*You must provide one of the options below for your request to be accepted.\*\*\***

Student ID:

(students with access to Self-Service, please see your "User Profile" if you need your student ID)

**OR**

Last four digits of SSN:

### SECTION TWO: SIGNATURE AND DATE

**My signature below certifies I am the student/alum making this request and the University reserves the right to request additional information to verify my identity.**

**\*Typed signatures are accepted for this form ONLY when sent through your Adler email account OR for former students who must request their transcript through the National Student Clearinghouse (the University's transcript servicer), <https://tsorder.studentclearinghouse.org/school/select>; otherwise, a handwritten signature is required.**

**\*Student's Signature:**

**Date:**

---

### Return Form:

**Current Adler PsyD students and Adler PsyD Alum:** submit this coversheet and your APPIC form to registrar@adler.edu. **Double check your unofficial transcript in Self-Service to make sure all grades are posted before submitting your request.**

**Former PsyD students:** upload this form when you submit your transcript request via the National Student Clearinghouse, <https://tsorder.studentclearinghouse.org/school/select>.

Questions regarding the Adler PsyD application process, including the APPIC form: please connect directly with the PsyD training team.