



Frequently Asked Questions (FAQ)

Transcript and School Details for Counselors and School Officials

Q: What documents am I required submit?

A: Minerva requires transcripts covering each applicant's academic record for the past three years. Please submit records for any/all of the time that the student was enrolled at your school during the past three years.

Submitted documents should also include any of the following that apply to your school system's requirements:

Exam results required for graduation (if already completed) **or** predicted exam results e.g. IB, KCSE, O-Levels, Cambridge A-Levels, Cambridge AS levels, Bagrut, etc.

Q: I already submitted information for this student through the Common Application (Naviance). What do I need to submit to Minerva?

A: Unfortunately we only receive basic application information from the Common Application.

Please complete the short form and upload the student's academic records directly to his/her Minerva file using the link that was provided by your applicant.

Q: How do I upload transcripts for students applying to Minerva?

A: Each student will send you a personalized link to submit documents online. Please follow the link to complete a short form, and upload each student's transcript directly to his/her Minerva application.

Q: Where can I upload a letter of recommendation?

A: Minerva does not require recommendation letters as part of our admissions process. However, if you would like to provide a recommendation, you may upload it with the student's transcript.

Our school does not allow uploading transcripts. What should I do?

You may select the option to send the transcript to Minerva through an electronic service or through the mail. Please select this option by following the link provided in the applicant's email, and be sure to complete the questions in the form component of this step.

Transcripts sent through an electronic service should be sent to:

admissions@minerva.kgi.edu

Hard copies should be mailed to:

**Attn: Admissions
Minerva Schools at KGI
1145 Market Street, Ninth Floor
San Francisco, CA 94103, USA**

Q: I do not have a school profile. What should I do?

A: The school profile is optional, though we highly encourage you to include one if possible. Proceed to uploading the transcript and answer the other required questions. You are able to submit the form without attaching a school profile.

If you have any remaining questions, please use our chat feature or send an email to:

admissions@minerva.kgi.edu.