

## Student Transcript Request

1. No transcript will be issued to or for a student who is indebted to the seminary until the obligation has been met in full.
2. Allow one week for issuance of transcript. The end of a term may require more time.
3. Fees: \$10.00 for each transcript issued; same day issuance \$15.00 per copy; Faxed transcript (with hard copy in mail) \$15.00 per copy; Overnight mail \$35.00 per copy.

### Student's Name and Address — Please Print Clearly

_____	_____	_____	_____
Last Name	First name	Middle Initial	Student ID Number
_____		_____	_____
Street Address/Apartment Number		City	State      Zip Code
_____	_____		
Preferred Phone Number	Preferred E-mail Address		

Are you currently enrolled:  Yes     No      If no, indicate last Year/Term of Attendance \_\_\_\_\_

### When to Send Transcript(s):

Now       After Grades are Posted       After Degree Posts       Will Pick up

Request for Official Transcript (\$10.00 each)	Number of Copies: _____	Cost: _____
Request for Same Day Issuance (\$15.00 each)	Number of Copies: _____	Cost: _____
Request for Faxed Transcript (\$15.00 each) with hard copy mailed. Fax Number: _____)	Number of Copies: _____	Cost: _____
Request for Transcript by Overnight Delivery (\$40.00)	Number of Copies: _____	Cost: _____
Credit Card (Visa, MC, Disc) # _____ - _____ - _____ - _____ Exp. ____/____ CVV# (3-digit # on back): _____ (Minimum charge of \$15)		

### Where to Send Transcript(s):

Complete Address #1

Complete Address #2

_____	_____
_____	_____
_____	_____
_____	_____

Student Signature (required)

Date

_____	_____	_____
Amount Paid	Business Office Clearance	Issued by/Date