

## Student Transcript Request

1. Please allow one week for issuance of transcript. The end of a term may require more time.
2. No transcript will be issued to or for a student who is indebted to the seminary until the obligation has been met in full.
3. Fees: \$15.00 for each transcript issued; same day issuance \$20.00 per copy; Faxed transcript (with hard copy in mail) \$20.00 per copy; Overnight mail \$40.00 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
Preferred Phone Number	Preferred E-mail Address		

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

Reason for request:  Employment,  Scholarship,  Transfer,  Personal use,  Other \_\_\_\_\_

#### When to Send Transcript(s):

Now     
  After Grades are Posted     
  After Degree Posts     
  Will Pick up

#### Where to Send Transcript(s):

Complete Address #1	Complete Address #2

**Student Signature** (type name)

**Date**

Amount Paid	Business Office Clearance	Date Issued
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10/17

Request for Official Transcript (\$15.00 each)	Number of Copies: _____	Cost: _____
Request for Same Day Issuance (\$20.00 each)	Number of Copies: _____	Cost: _____
Request for Faxed Transcript (\$20.00 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): _____		
<i>(Minimum charge of \$15)</i>		