

Transcript of Academic Record Request

TRANSCRIPTS ARE PREPARED ONLY AFTER THIS FORM IS RECEIVED AND THE FEE IS PAID

- 1 Transcripts are normally completed within five working days. In special cases and during busy periods, the time may be longer.
- 2 No transcript will be issued until all financial obligations to the seminary are fulfilled and the student's status is deemed in good standing.
- 3 A **separate form** must be completed for each address to which transcripts are sent. (Faxed transcripts are always unofficial.)
- 4 Photo I.D. must be presented when picking up transcripts.
- 5 **I understand that no one may pick up my transcript(s) without my written consent. Personal I.D. will be required.**
- 6 Re-issued transcripts due to an incomplete or incorrect address provided by student will require an additional service fee.

INSTRUCTIONS FOR PREPARATION:

- Process immediately
OR
 Hold for recording of grades or degree:
 Fall Interterm Spring Summer
 Degree

STUDENT'S FULL NAME AND ADDRESS:

Name (including maiden if applicable):

Address:

ADDITIONAL INFORMATION:

Phone Home: _____ Day: _____

E-mail: _____

Student ID or SS/SI #: _____

Date of Birth: _____

FEE PER TRANSCRIPT: \$ 5 CANADA: \$ 7

DISTRIBUTION METHOD:

- Send by postal mail to address below
 Send by fax to: _____
 I will pick up _____ fax number

QUANTITY:

- by postal mail mailed to my address
 by fax for pick-up **Total**

SEND TO: (When sending to schools, a name or department should be included. Incomplete addresses will delay processing.)

Signature of student

REGISTRAR OFFICE USE ONLY

Date request received: _____

Amount received: _____

Date payment received: _____

Date request completed: _____

METHOD OF PAYMENT:

Cash Check Credit card

Visa/MC #: _____

Name on card: _____

Expiration date: _____

Security code: _____

Registrar's Office



3003 Benham Ave • Elkhart, IN 46517
Phone: 574-295-3726 • Fax: 574-295-0092