

Request:

Transcript

Today's date: _____ Dates of attendance: _____

Degree(s) requested: _____

Name: _____

Email: _____

Address: _____

Send to: _____

Instructions:

Please mail Will pick up Hold for grades Deadline (if applicable) _____

No. of copies:

_____ Official transcript (\$5.00) *Fee is waived for students currently enrolled.*

_____ Fax or PDF (\$3.00 in addition to the \$5 processing fee)

Transcript policy: It is the policy of the registrar's office to release official transcripts only to the institution, agency or person for whom the transcript was requested. Such transcripts will be mailed directly by the registrar's office. If student copies are requested, they will be stamped "Transcript issued to student."

Faxing a transcript: When requesting a facsimile of a transcript, it is with the understanding that the transcript may go to an unattended FAX machine or may be seen by someone other than the intended receiver. If you request a FAXed transcript, you do so with the understanding that Seabury-Western Theological Seminary is not responsible for the privacy of your transcript.

Holds: Transcripts for students with account holds cannot be released.

Student's Signature (required): _____

Send to:

Bexley Seabury Seminary

1407 60th Street

Chicago, IL 60637

Fax # 773-380-6788

