

SEABURY-WESTERN THEOLOGICAL SEMINARY

TRANSCRIPT REQUEST

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

#Copies:

_____ official transcript (\$5.00)*

*This fee is waived for students currently enrolled.

_____ facsimile (FAX) (\$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: Registrar's Office
Seabury-Western Theological Seminary, 2122 Sheridan Road, Evanston, IL 60201
Fax: 847-328-3367