TRINITY INTERNATIONAL UNIVERSITY

Forming Students to Transform the World Through Christ

Request for a Transcript: TEDS / Trinity Graduate School

To: TIU Records Office
2065 Half Day Road
Deerfield IL 60015

847-317-8050 (phone)
847-317-8107 (fax)

For current students and end of session only:
(check all that apply)
☐ hold request for posting of grades. Semester___
☐ hold request for posting of degree. Semester___

Full name:

_____
Last First Middle (Any names used previously)

Current Address: _____
Number Street City State Zip

Phone Number: Home _____ Work _____ Cell _____

Email address: _____ **Date of Birth:** _____

Trinity Student ID Number (if known): _____ **Social Security #:** _____

Degree/Program Pursued: _____ **Dates of attendance:** _____

Please check if you are in either of these Programs:
☐ **MA/EdL** ☐ **MA/T**

Number of copies: Official: _____ Unofficial: _____

___ Fax Service (unofficial only - No Charge) To _____ FAX# _____

___ Standard Service (Sent within approx. 3 to 7 business days) No charge

___ Rush Service (Sent within approx. 3 business days) $10 for the 1st, $20 for more than 1

___ Overnight Express Delivery (Can't be sent to a PO Box) $20 per domestic destination
(additional fee for international destination)

Please give a **phone number** for the overnighted destination - **phone #** _____

Check one: ☐Cash ☐Check ☐Credit Card: Card Type: _____ Expiration Date: _____
☐Money Order Card Number: _____
Payment Amount: _____ Name on Card: _____
[Make Check or Money Orders payable to Trinity International University]

Check one:
☐ Please call me to **pick up** the transcript in the Records Office **Phone #** _____
☐ Please **mail** a transcript of my academic record to the address listed below.
(additional addresses can be added to the back of this form.)

Send transcript to: _____

_____

_____

_____

Signed: _____ **Date:** _____

All requests must be cleared with the Business Office.
No transcript will be released if there is a delinquent student account or loan balance.
This form must be signed by student for request to be processed (federal law).