



Request for a Transcript: TEDS / Trinity Graduate School

To: TIU Records Office 847-317-8050 (phone)
2065 Half Day Road 847-317-8107 (fax)
Deerfield IL 60015

My name (as it appears on Trinity's official academic record):

Last First Middle (Maiden, if applicable)

Current Address: Number Street City State Zip

Phone Number: Home Work

Email address: Date of Birth:

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

Degree/Program Pursued:

Approximate date of attendance:

Number of copies: Official: Unofficial:

Fax Service (unofficial only - No Charge)

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 \$20 per transcript

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

Please mail a transcript of my academic record to the address listed below.

Enclosed/attached is a check/cash for \$ (payable to Trinity International University).

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).

