

# TRANSCRIPT REQUEST



**Please note:** All requests are cleared through Student Financial Services. No transcript is released if there is a delinquent student account or loan balance. You will be notified and your request will be made void after 14 business days if your account is not cleared or there is missing information.

**Please allow 7 business days for processing & shipping.**

## Student Information

Name: \_\_\_\_\_  
                    First                                    Middle                                    Last                                    Maiden/Previous Name (if applicable)

Address: \_\_\_\_\_  
                    Street                                    City                                    State                                    Zip

Social Security Number: \_\_\_\_\_ Student ID: \_\_\_\_\_

E-mail: \_\_\_\_\_ Degree Program(s): \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Campus: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Did you attend prior to 1990? \_\_\_\_\_

## Transcript Request

Number of Copies: \_\_\_\_\_

Options:

- Unofficial transcript (No charge)
- Official transcript (\$5.00 each)

Please send transcript:

- Now
- Hold for Current Semester Grades
- Hold for Current Degree Posting

Degrees are posted 4 to 6 weeks after program completion.

Service:

- Pick up from Trinity Central
- USPS
- FedEx (\$30.00 per destination)

Arrives by noon the day after it is sent & cannot be sent to a PO Box. Additional fees apply for international destinations.

## Destination Information

Institution/Company \_\_\_\_\_ (Additional destination, if applicable)

Attn: Office or Individual \_\_\_\_\_

Street Address \_\_\_\_\_

City, State Zip \_\_\_\_\_

Destination Phone Number \_\_\_\_\_

## Payment Information

Please make check or money order payable to Trinity International University.

If paying by credit card:  Visa  MasterCard  Discover

Name on Card: \_\_\_\_\_ Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Billing Address: \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

In compliance with FERPA federal law, this form must be signed by the student for the request to be processed.

**Note:** For your protection, we recommend that you do not mail cash payments.

## For Office Use Only

Request received: \_\_\_\_\_ by \_\_\_\_\_

Receipt e-mailed: \_\_\_\_\_ by \_\_\_\_\_

Total Due: \$ \_\_\_\_\_

- Payment received
- \$
- Payment processed

Request completed: \_\_\_\_\_ by \_\_\_\_\_

Confirmation e-mailed: \_\_\_\_\_ by \_\_\_\_\_