

## INSTRUCTIONS FOR REQUESTING A TRANSCRIPT

Grace College and Grace Theological Seminary must have a signed request in writing authorizing us to release an academic transcript.

**The charge is \$7 per transcript.** The appropriate transcript fee must accompany each request. The fee may be paid by cash, check or money order made payable to Grace Schools, or by providing credit card information at the bottom of the Transcript Request Form which includes the credit card number, type of card, expiration date and the name as it is on the card. Transcripts will not be issued for any student who has any indebtedness to Grace.

Grace Schools sends transcripts by first class U.S Mail. **Grace Schools will not fax transcripts.**

Transcripts will normally be processed within 5-8 business days after receipt of the request in our office. **RUSH** orders (processed the next business day after receipt of the request) require a \$20 processing charge in addition to the appropriate transcript fee. A transcript mailed through **OVERNIGHT SERVICES** requires an additional \$20 postage fee per address.

**If you are unable to access the Transcript Request Form on the following page**, you may request a transcript by writing a letter including the following information:

- Current name and any former names
- Current address, phone number and email address
- Birth date and Social Security number
- School attended (college, seminary or graduate school) and approximate dates of attendance
- Complete addresses to where you would like the transcript(s) sent
- Payment for the transcript(s) by check, money order or credit card
  - If paying by credit card, please include the credit card type, complete credit card number, expiration date and the name as it appears on the card
- Your signature and the date

**You may send your request** to us by fax at 574-372-5114 or by mail to:

Grace Schools Registrar's Office  
200 Seminary Drive  
Winona Lake, IN 46590

If you would like **further instructions or have questions** regarding a transcript request from Grace College or Grace Theological Seminary, please call 574-372-5100 Ext. 6418.

**Student Information**

Today's Date \_\_\_\_\_ Student ID # \_\_\_\_\_

Student's Current Name \_\_\_\_\_

Maiden/Former Name(s) \_\_\_\_\_

Social Security # \_\_\_\_\_ Birth Date \_\_\_\_\_ Local Phone # \_\_\_\_\_

Current Permanent Address & Phone Number:

Street \_\_\_\_\_

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

Email Address \_\_\_\_\_ Phone # \_\_\_\_\_

Please circle the Grace school(s) you attended, circle your status at the school and give approximate dates of attendance:

<b>College</b>	Currently Enrolled	Withdrawn	Graduate	Dates _____
<b>Graduate School</b>	Currently Enrolled	Withdrawn	Graduate	Dates _____
<b>Seminary</b>	Currently Enrolled	Withdrawn	Graduate	Dates _____

**Transcript Mailing Information**

Transcript to be processed:  Immediately  When final grades from current semester are available

\_\_\_\_\_ # of transcript(s) from College Graduate School Seminary

To Be Mailed To: \_\_\_\_\_  Student will pick-up  
 (Complete address required) \_\_\_\_\_  Regular (5-8 business days)  
 \_\_\_\_\_  RUSH (next business day)  
 \_\_\_\_\_  Overnight

\_\_\_\_\_ # of transcript(s) from College Graduate School Seminary

To Be Mailed To: \_\_\_\_\_  Student will pick-up  
 (Complete address required) \_\_\_\_\_  Regular (5-8 business days)  
 \_\_\_\_\_  RUSH (next business day)  
 \_\_\_\_\_  Overnight

\_\_\_\_\_ # of transcript(s) from College Graduate School Seminary

To Be Mailed To: \_\_\_\_\_  Student will pick-up  
 (Complete address required) \_\_\_\_\_  Regular (5-8 business days)  
 \_\_\_\_\_  RUSH (next business day)  
 \_\_\_\_\_  Overnight

\* Transcripts will not be processed if student has any outstanding obligations with the Financial Aid and/or Business Offices.

**Payment Method (additional fees apply for Rush and Overnight requests):**

Cash Amount \_\_\_\_\_ Check Amount \_\_\_\_\_ Credit Card Amount \_\_\_\_\_

Credit Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

Please Circle One **MasterCard** **Visa** **Discover**

Name As It Appears on Credit Card \_\_\_\_\_ Security Code \_\_\_\_\_

**Fees:**

Regular: \$7.00 per transcript  
 Rush: \$20.00 (+ regular fee)  
 Overnight: \$40.00 (+ regular fee)

I hereby authorize Grace College and Seminary to accept the payment for and release my academic transcripts.

Your Signature \_\_\_\_\_