

FROM THE OFFICE OF THE REGISTRAR
TRANSCRIPT REQUEST

Send a scanned copy of this form to tina.shelton@ctschicago.edu or fax it to (773) 643-1284.

Payment options:

- Call the Finance Office (773-896-2440) to pay by credit card
- Mail your request and check to: The Registrar, Chicago Theological Seminary, 1407 E. 60th Street, Chicago, IL 60637
- Pay online via Square: <https://squareup.com/store/CTSappandmatfee>

THE COST OF A TRANSCRIPT IS \$10.00

(\$5 for each additional copy requested at the same time - transcripts are free for current students)

Transcripts sent by email must be unofficial. Official transcripts are only available in hard copy.

For transcripts to be sent to multiple addresses, complete a **separate request form for each address.**

I hereby authorize CTS to send:

- An **official** copy of my transcript to:
 An **unofficial** copy of my transcript to:

_____ # of transcripts you are requesting to be sent to above address

- Mail Now Pick up _____(date)
 Hold for current term's grades Hold for degree Hold for grade change

Paid \$10(+) No Charge (current student) _____ Year graduated _____ Degree

Your name and current address/phone (required):

Name (Former Name?)

Mailing Address

Phone Email Address

Signature Date