



TRINITY
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REQUEST FOR OFFICIAL TRANSCRIPT

DIRECTIONS FOR STUDENTS:

The purpose of this form is to aid you in requesting your official transcripts from educational institutions previously attended. If you are requesting transcripts from more than one institution, please make copies of this form as needed. **Please print or type.** Submit the completed form to the Registrar or Records Office at the institution that you list below, not Trinity.

*For your information, usually there is a processing fee involved to send **official** transcripts.
Check with your applicable institutions for details.*

I am requesting my official transcript from the following educational institution.

To: Registrar or Records Office
Educational Institution: _____
Street Address: _____
City, State, Zip: _____
Fax: _____ Email: _____

I am furnishing the following information to assist in locating my records.

Name while enrolled: _____
Current name (if different): _____ Date of Birth: _____
Social Security #: _____ Student ID Number (if applicable): _____
Year(s) of Attendance: _____ Date of Graduation (if applicable): _____

I hereby authorize the release of my official transcript to Trinity College of the Bible and Theological Seminary.

Student Signature: _____ Date: _____
Student's Street Address: _____
City, State, Zip: _____
Email: _____ Telephone: Home (circle) Work Cell _____

DIRECTIONS FOR EDUCATIONAL INSTITUTION:

Please forward an official copy of the student's transcript in ENGLISH, along with a copy of this form, to Trinity's Registrar at the mailing address above. *Transcripts sent by fax or email are not considered **official**.*

THANK YOU!