

## Transcript Request Form

Please use name as it appears on records.

Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Maiden \_\_\_\_\_

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

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

Telephone Number \_\_\_\_\_

Social Security No. \_\_\_\_\_ Student ID No. \_\_\_\_\_

Signature of Student \_\_\_\_\_

**Transcript cost information** (please include payment, in the form of check or money order payable to Asbury Theological Seminary, with your request):

- Your first ever copy of your transcript is free of charge.
- Regular processing (2-3 business days) is \$5 per transcript.
- Rush processing (same day processing) is \$10 for a single transcript request. This cost includes a \$5 rush fee. If requesting multiple copies in a rush request, the \$5 additional rush fee is only charged once. For example, 3 rush transcripts would cost \$20.

Date of request \_\_\_\_\_ Number of transcripts requested \_\_\_\_\_

Please check one of the following:

- Regular processing       Rush processing

Transcript mailed to: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Special instructions or deadlines:

- Hold for grades       Hold for conferral of degree       Other

### For office use only

- Amount paid       Free copy       Send billing card       Paid at Florida campus

