



Transcript/Enrollment Verification Request

- Please fill out form **completely**.
- Signature **must** be on form.
- After completing request (transcripts only) please take form to or contact Financial Services for payment.
- Mail, fax, and scanned email **WILL BE** accepted.
- Request with outstanding financial obligations to the Interdenominational Theological Center will **not** be processed.

(Please Print Clearly)

First Name: _____ Last Name: _____

SSN (Last Four): _____ Phone: _____

Current Address: _____ Date: _____

City/State/Zip Code: _____ Signature: _____

Processing Time: Transcripts will be process and mailed in approximately five to seven business days. Note: Federal law allows a maximum of 30 days for processing transcript requests. **(On demand is available for students who have been enrolled since 1998).**

Indicate which request you would like Transcript _____ Enrollment Verification _____

Personal Pickup Yes ____ No ____ Presently Enrolled _____ Last Attended _____

Date of Graduation _____ Degree: _____

Transcript Fees (Check the appropriate one below) Number of Copies _____

Official Transcript \$5.00 _____ Unofficial Transcript \$5.00 _____ Express Mail \$25.00 _____

On Demand \$10.00 _____ Express + On Demand \$35.00 _____

Mail Transcript To:

1. _____

2. _____

For Office Use Only:

Business Office Signature: _____ Date: _____

Signature as Processed: _____ Date Mailed: _____