



# TRANSCRIPT REQUEST

Date: \_\_\_\_\_ Home/Cell Phone: \_\_\_\_\_

Last 4 digits of SSN: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

(Please print)

Name: \_\_\_\_\_

Your Signature: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name during attendance, if different from above: \_\_\_\_\_

Street: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Years Attended: \_\_\_\_\_

*Note: If you have a Financial Hold (outstanding balance), we will be unable to process this request without a release from the finance office.*

## TRANSCRIPT COSTS and DELIVERY TIME

**Fees: First Transcript - Free**

**Regular request** (mailed within 10 business days) - **\$3.00 each**

**Rush request** - (mailed within 3 business days) - **\$10.00 per transcript**

**Faxes** accepted with credit card information for **rush requests only** (fax: 308-632-8599)

**MAIL REQUESTS TO:** Summit Christian College

Attn: Registrar  
2025 21st St  
Gering, NE 69341

**Make checks and money orders payable to  
Summit Christian College.**

## CHARGE CARD INFORMATION

Name on card: \_\_\_\_\_ Signature: \_\_\_\_\_

Credit Card Holder

Card number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Authorized Amount: \$ \_\_\_\_\_

Billing Zip Code: \_\_\_\_\_

*Rev. 06/04/2009*

**TRANSCRIPT DELIVERY INSTRUCTIONS**

**I WILL PICK UP TRANSCRIPTS:**

I will pick up (how many?) **Official** \_\_\_\_\_ **Unofficial** \_\_\_\_\_ on **Day/Date** \_\_\_\_\_

**AND/OR**

**MAIL MY TRANSCRIPTS:**

**PLEASE LIST BELOW THE NAMES AND COMPLETE ADDRESSES WHERE YOUR TRANSCRIPTS ARE TO BE MAILED.**

*The Registrar's Office is not responsible for incorrect or incomplete addresses which may result in your transcript being lost or undeliverable.*

**PLEASE PRINT**

**1. List the # of copies desired by the appropriate type:    \_\_\_ Official    \_\_\_ Unofficial**

**MAIL TO:**

**2. List the # of copies desired by the appropriate type:    \_\_\_ Official    \_\_\_ Unofficial**

**MAIL TO:**

**3. List the # of copies desired by the appropriate type:    \_\_\_ Official    \_\_\_ Unofficial**

**MAIL TO:**