

Request for Transcripts

Office of the Registrar

Tyndale Theological Seminary
701 W. Pipeline Rd.
Hurst, TX 76053

Instructions

- Complete this form and return it to the Registrar's Office.
- The fee for official transcripts is \$15.00 per copy.
- **Payments can be made on the www.tyndale.edu website, sent by mail, in person, or over the phone by calling the Registrar's Office at 800.886.1415.**
- You may email the form (as an attachment or picture) to administration@tyndale.edu.
- **Call the Registrar's Office at 800.886.1415 if you have any questions.**

Student Name (include Maiden name if applicable)		Date
Are you a current student <input type="checkbox"/> Yes <input type="checkbox"/> No	Phone Number	
If not, approximately when did you last attend?	Email	
<i>I request _____ copies of my transcript to be sent.</i>		
Where would you like the transcripts sent to?		
_____ <i>Name of School, Individual, or Organization</i>		
_____ <i>Address</i>		
_____ <i>City</i>	_____ <i>State</i>	_____ <i>ZIP</i>
When would you like these sent:		
<input type="checkbox"/> Mail transcripts as soon as possible (typically a 7-10 day turnaround)		
<input type="checkbox"/> Hold transcripts for current term grades		
<input type="checkbox"/> Hold until degree statement is on record		
<input type="checkbox"/> Other request _____		
<i>Your signature is required by federal law in order to release academic records. By signing below you are stating: I give consent to have my records released to the schools, individuals, or organizations presented on this request. I understand that that transcript services are withheld for any student who owes the college money or property, that transcripts are released only by a request signed by the student, and that transcripts show all work completed at this institution.</i>		
Student Signature _____		
Payment Information		
Total Fees Required _____ Amount Enclosed _____ Payment Type <input type="checkbox"/> Debit/Credit <input type="checkbox"/> Check <input type="checkbox"/> Cash		
<i>If paying by card you may call the Business Office or enter your card information below:</i>		
Acct. # _____ Exp. Date _____		