

# 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 sent by mail or in person with this request or can be made over the phone by calling the Registrar's Office at 800.886.1415.
- You may fax it to 817.282.6501.
- Call the Registrar's Office if you have any questions.

<b>Student Name</b> (include Maiden name if applicable)		<b>Date</b>
<b>Address</b>		
<b>Are you a current student</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>		<b>Phone Number</b>
If not, approximately when did you last attend?		<b>Email</b>
<b>I request _____ copies of my transcript to be sent.</b>		
<b>Where would you like the transcripts sent to?</b>		
_____ <b>Name of School, Individual, or Organization</b>		
_____ <b>Address</b>		
_____ <b>City</b>	_____ <b>State</b>	_____ <b>ZIP</b>
<b>When would you like these sent:</b>		
<input type="checkbox"/> <b>Mail transcripts as soon as possible (typically a 7-10 day turnaround)</b>		
<input type="checkbox"/> <b>Hold transcripts for current term grades</b>		
<input type="checkbox"/> <b>Hold until degree statement is on record</b>		
<input type="checkbox"/> <b>Other request</b> _____		
<b>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.</b>		
<b>Student Signature</b> _____		
<b>Payment Information</b>		
Total Fees Required _____ Amount Enclosed _____ Payment Type <input type="checkbox"/> <b>Debit/Credit</b> <input type="checkbox"/> <b>Check</b> <input type="checkbox"/> <b>Cash</b>		
If paying by card you may call the Business Office or enter your card information below:		
Acct. # _____ Exp. Date _____		