SOUTHWESTERN CHRISTIAN UNIVERSITY
UNOFFICIAL TRANSCRIPT REQUEST FORM

Please complete a separate form if you are requesting unofficial transcripts to be sent to more than one location.

If there is a business hold on your account, this request will be null and void. You must submit a new request after you resolve the hold on your account to have your request honored.

Last Name                                           First                                          (Maiden)

Current Home Address                                              City                      ST          Zip

Telephone                                          Preferred E-mail Address

Student School ID# (or SS# if ID is unknown) ______________________   Date of Birth _____________________

Dates of Attendance at SCU (if prior to 2004) _________________________

Timeline for Unofficial Transcript Release:

____ After all my grades are recorded on the transcript (possibly after 10 business days of this request)
____ After my degree is conferred and noted on the transcript (possibly after 10 business days of this request) 
   (Note: degrees are conferred after all grades are finalized.)
____ I do not need to wait for grades or degree conferral. Send as soon as possible.

Transcript Delivery Method:

____ I will pick up _____ copies of my unofficial transcript at the SCU administration building reception desk.
____ Please mail ______ copies of my unofficial transcript to (this section must be completed in full for us to mail the transcript):
   Name/Organization:_______________________________________
   Contact Person (if known) __________________________________
   Address_________________________________________________
   City _____________________________________       State__________________   Zip ___________
   Country (if other than US) _____________________

____ Please fax my unofficial transcript to (fax number)___________________________________________________
____ Please email my unofficial transcript to (email address) _______________________________________________

Signature                                             Date

OFFICE USE ONLY: AUTHORIZATION TO RELEASE UNOFFICIAL TRANSCRIPT

Registrar’s Personnel Initials                              Date Released

9/26/14 sjh