

**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