

TRANSCRIPT REQUEST FORM

TRINITY COLLEGE



To: University Records
Trinity International University
2065 Half Day Road, Deerfield IL 60015
Fax requests accepted at: 847-317-8107

Transcript Contact Information: Phone - (847)317-8160/7050

E-mail: transcript@tiu.edu

Full Name (Please Print):

Last First Middle Any previously used name(s) or /maiden name

Current Address: _____
Number Street City State Zip

Phone Number: Home _____ Work _____ Cell _____

Email Address: _____ Date of Birth: _____

Trinity Student ID Number (if known): _____ Social Security#: _____

Major/Program Pursued: B.A. / _____ Campus location/site: _____

Last Date of Attendance: _____

CURRENT STUDENTS /END OF SEMESTER REQUESTS ONLY:

- Hold this request for posting of grades
 Hold this request for posting of degree Spring Summer Fall
(Degrees are normally posted on transcripts approx. 4-6 weeks after program completion semester)

TRANSCRIPT OPTIONS: (Sent or ready for pick up in approximately 7 business days)

- Unofficial Fax Service (NO CHARGE) Number of Copies: _____
 Official Service:
 Pick up from Records Office: \$5 per transcript Number of Copies: _____
 United States Postal Service: \$5 per transcript Number of Copies: _____
 FedEx: \$20 PER USA DESTINATION Number of Copies: _____
(Additional fee for overseas address)
FedEx arrives before noon the day after it is sent; FedEx cannot be delivered to a PO Box.
Please provide destination phone #: _____

PAYMENT METHOD: (We are currently not able to take American Express)

Check one: Cash Check Credit Card Money Order Credit card type: _____ Exp date: _____
Credit card #: _____ Name on card: _____
Payment amount: \$ _____ *(Make check or Money orders payable to Trinity International University)*

DESTINATION INFORMATION:

- Please **send** transcript(s) to the address noted below: *(Additional addresses may be added to the back of form)*

Fax Number: *(unofficials only)* _____
Attn/Name: _____
Business or Company: _____
Address: _____
City/State/Zip: _____
Country: _____

IMPORTANT NOTES:

All requests are cleared with the Business Office. No transcript is released if there is a delinquent student account or loan balance.

In compliance to FERPA federal law, this form must be signed by the student for request to be processed.

Signature: _____ Date: _____ *(rev. Feb. 2009)*