



Transcript Request Form

Eden Theological Seminary ~ Registrar's Office
 475 East Lockwood Ave. ~ Webster Groves, MO 63119
 (phone) 314.918.2599 (fax) 314.962.9918 (e-mail) mwobbe@eden.edu

- A transcript fee of \$5.00 is required for each transcript. Make checks payable to Eden Theological Seminary. *Requests received at the Seminary without payment will be held until payment is received. Requests will remain active for 30 days. If payment is not made within 30 days, request will be destroyed.*
- Transcript requests may be made by FAX, however, payment is required before transcript will be mailed. You may pay using a credit card by calling the Accounting Office at 314.918.2726.
- **Electronic Transcripts:** If requesting an electronic transcript, it will be sent as a secure PDF that will not be printable. Please be sure that this is acceptable to the person you wish for the transcript to be sent to.
- Transcripts mailed directly to your home will be issued in a signed and sealed envelope.

Your Name	_____ / _____
	Last First M.I. Maiden
Your Address	_____
	Street

	City State Zip code
Phone Number	_____ Date of Birth _____
E-mail Address	_____
	(for confirmation that your transcript has been sent)
Date of Graduation	_____ OR Dates of Last Attendance _____ to _____

Processing Instructions:

Number of transcripts requested _____
 _____ Mail as soon as possible to address(es) listed below
 OR, wait for:
 _____ Current semester grades
 _____ Posting of degree

Special Handling:

_____ Overnight Delivery (see fees above)
 _____ Email Secure PDF (cannot be printed) to email address below:

Mail Official Transcript(s) To:

Address 1	Address 2
Name _____	Name _____
Address _____	Address _____
_____	_____
_____	_____

*for more than 2 requests, please complete an additional form

Signature: _____ Date: _____

For Office Use Only:

Date mailed _____ Confirmation Sent _____ Check# _____ Check Amt _____