Transcript Request Form

Cost: $5.00 per copy (No transcripts are released if financial obligations to Conception Seminary College have not been paid in full.)

Procedure: Your request must be made to the Registrar's Office in writing. This request must include:

1. **Your full name** (and any other name under which you attended CSC)
2. **Your date of birth/social security number**
3. **Your last date of attendance at CSC**
4. **Complete address to which the transcript is to be sent**
5. **Your Address and Telephone Number**
6. **Your Signature**

Parents, relatives, friends may not request a transcript for you. Transcript requests can be made via mail or fax.

FERPA guidelines regarding release of student records are adhered to. We cannot release your transcript without your signed request, nor allow someone else to pick them up for you without your written request.

Official transcripts bear the embossed college seal and may be issued only to the college, university, chancery office, government agency, or organization designated by the student in his request.

Unofficial transcripts do not have the college seal and may be issued directly to the student for personal use.

Please send transcript requests to:

Conception Seminary College
Registrar's Office
PO Box 502, 37174 State Hwy VV
Conception, MO 64433

Phone: 660-944-2839
Fax: 660-944-2829
E-mail: registrar@conception.edu