



Transcript Release

At least 10 days (or up to 15 days during summer hours) should be allowed for processing requests and delivery of transcripts. Rush shipping may be available at the additional expense of the requesting student and is dependent on the availability of office hours in the Registrar’s Office. This is a necessary safeguard to the integrity of student records and an added reason for transcript requests to be made in a timely manner.

Date: _____

For Office Use Only- Date Sent: _____

Student's Printed Name: _____

Student SSN: XXX-XX- Birth date: _____

Student Current Address: _____

Email Address: _____

Daytime Phone: _____

There are two types of transcripts that are sent upon request.

- 1. 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. If issued directly to the student, for the student’s delivery to an organization, please note so the transcript can be mailed within a separate envelope.

Conception Seminary College does not issue official transcripts electronically.

*A physical mailing address must be provided for requested **official** transcripts.*

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

Please forward # of: Official Transcript(s) Unofficial Transcript(s) to:

Name: _____

Attention or Care of (if desired): _____

Address: _____

Purpose of Release: _____

Student Signature: _____

The charge for each transcript sent is \$10.00. Kindly remit the correct amount or call CSC Registrar’s Office to make payment over the phone with credit or debit card.

Transcript(s) will not be released until payment is received.