The Word Is Out | SOUTHERN CALIFORNIA SEMINARY

2075 East Madison Avenue, El Cajon, CA 92019
Phone: 619-201-8951 Fax: 619-201-8975
Email: registrar@socalsem.edu
Web: **www.socalsem.edu**

REQUEST FOR TRANSCRIPT

Date _____ Name _____
Last First Middle Maiden

SS# _____ Student # _____ Date of Birth _____ Current Occupation _____

Address _____ Telephone No._____

City/State/Zip _____ Email: _____

Where attended: ☐ So Calif Seminary ☐ So Calif Bible College & Sem ☐ San Diego Bible College
☐ Linda Vista Bible College & Seminary ☐ Fletcher Hills Bible College

Dates of attendance: _____ to _____ Degrees earned: _____

Number of transcripts requested _____ ☐ Pick-up in person OR ☐ Mail to the address below

Purpose of Transcript Request:
☐ Transfer ☐ Employment ☐ Scholarship Application ☐ Graduate School ☐ Other _____

Mail to Address:

Name _____

Organization _____

Address_____

_____

City, State _____

Zip Code _____

SCS is the Keeper of Records for the other colleges and seminaries listed above. It will expedite your request if you complete this section completely including the dates of attendance. Transcripts are mailed using first class postage unless otherwise requested.

_____
Student's Signature

FOR OFFICE USE ONLY

Date Received _____

Fee Paid $_____

Student Accounts Clearance Signature:

_____

Date Sent _____

Processed by _____

Comments or Holds:

Rev 072910

<u>Each official transcript costs $5.00</u>. International mailing must be paid by the student. Expedited mailing or shipping must be paid for by the student. Contact the Registrar with any questions. Notice: Grades and transcripts may be withheld for any college debts from any student or former student. Copies of transcripts from other institutions or test scores will not be forwarded. Official transcripts are put in a sealed envelope and noted to be official.

<u>Allow a minimum of 10 business days</u> for all transcripts to be processed. Same day requests are not usually possible. Missing information could delay the processing of the request. Delays may occur during busy times of the year like the end of terms and graduation. Please plan accordingly.