

**Transcript Request /
Enrollment Verification Form**



Instructions: Please provide the information requested below if you require an official transcript or enrollment verification. The Family Educational Rights and Privacy Act of 1974 prohibits release of grades without the student's written request. We must have your signature to authorize release of your transcript. While a student is enrolled at the seminary, transcripts will be issued without cost. Subsequent transcripts will be issued at the charge of \$4.00 each. Signed and completed forms should be submitted to the Registrar's Office, sent via fax to (412) 363-3260, or mailed to: Registrar, Pittsburgh Theological Seminary, 616 N. Highland Ave, Pittsburgh, PA 15206. **Email requests for transcripts will not be accepted.** The seminary will not retransmit transcripts from other schools that may be in its possession or issue transcripts for persons who have delinquent accounts.

Student ID Number: _____

Name (*Please Print*): _____

Address: _____

Phone Number: _____

Email: _____

Currently Enrolled: _____

Graduated/Attended: _____

Please check the form and quantity you require.

Transcript (*Transcript fee is \$4.00 if not currently enrolled.*) Number Requested: _____

Payment

Check Amount: \$ _____ (*Payable to Pittsburgh Theological Seminary.*)

Credit Card Number: _____ Exp. Date: _____

Visa

MasterCard

Discover

Enrollment Verification (no charge)

Number Requested: _____

Mailing Address(s)

Please send transcript/enrollment verification to the following address(s):

1. _____

2. _____

Special Requests

Send after current term

Signed, sealed envelope

Other _____

Signature: _____ Date: _____