

Transcript Request / Enrollment Verification Form



Instructions: The Family Educational Rights and Privacy Act of 1974 prohibits the release of academic records without the student's written request. Your signature is required to authorize release of your transcript. Please provide the information requested below if you require an official transcript or enrollment verification. While a student is enrolled at the seminary, transcripts will be issued without cost. Transcripts for students not enrolled will be issued at the charge of \$5.00 each. Signed and completed forms should be mailed to: Registrar, Pittsburgh Theological Seminary, 616 N. Highland Ave, Pittsburgh, PA, 15206, or sent via fax to (412) 924-1779. **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 with delinquent accounts.

Name (*Please Print*): _____

Street Address: _____

City/State/Zip: _____

Phone Number: _____ Email: _____

Currently Enrolled: _____ Graduated/Attended: _____

TRANSCRIPT REQUEST

Please check the form and quantity required.

Transcript fee is \$5.00 per transcript if not currently enrolled.

Official Transcript (Provided in sealed envelope. Transcript is unofficial if seal is broken.)
Number Requested: _____

Unofficial Transcript (For student's personal records. Cannot be used for official purposes.)
Number Requested: _____

Payment

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

Credit Card Number: _____ Exp. Date: _____
 Visa MasterCard Discover

ENROLLMENT VERIFICATION

Verification Letter (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
 Other (Please specify) _____

Signature: _____ Date: _____