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. 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 payment form and quantity required.
Transcript fee is $5.00 per transcript if not currently enrolled.
☐ Official Transcript Number Requested: ______________
   (Provided in sealed envelope and sent to intended recipient/institution. Transcript is unofficial if seal is broken.)

☐ Unofficial Transcript Number Requested: ______________
   (For student’s personal records. Cannot be used for official purposes.)

Payment
☐ Check/Cash Amount: "$_____________ (Payable to Pittsburgh Theological Seminary.)
☐ Credit Card: Please make credit card payments via www.pts.edu/transcript.
   After credit card payment is completed, sign at the bottom and fax or email this form to:
   Fax: (412) 924-1779 Email: amalone@pts.edu

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: ______________