

FROM THE OFFICE OF THE REGISTRAR  
**TRANSCRIPT REQUEST**

Send a scanned copy of this form to [ejimenez@ctschicago.edu](mailto:ejimenez@ctschicago.edu) or fax it to (773) 643-1284.

Payment options:

- Call the Finance Office (773-896-2440) to pay by credit card
- Mail your request and check to: The Registrar, Chicago Theological Seminary, 1407 E. 60th Street, Chicago, IL 60637
- Pay online via Square: <https://squareup.com/store/CTSappandmatfee>

THE COST OF A TRANSCRIPT IS \$10.00

(\$5 for each additional copy requested at the same time - transcripts are free for current students)

**Transcripts sent by email must be unofficial. Official transcripts are only available in hard copy.**

For transcripts to be sent to multiple addresses, complete a **separate request form for each address.**

**I hereby authorize CTS to send:**

- An **official** copy of my transcript to:  
 An **unofficial** copy of my transcript to:

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\_\_\_\_\_ # of transcripts you are requesting to be sent to above address

- Mail Now                                       Pick up \_\_\_\_\_ (date)  
 Hold for current term's grades     Hold for degree     Hold for grade change

Paid \$10(+)             No Charge (current student)            \_\_\_\_\_ Year graduated

Your name and current address/phone (required):

\_\_\_\_\_  
Name (Former Name?)

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Phone Email Address

\_\_\_\_\_  
Signature Date