

**Please allow five (5) business days for processing of all transcript requests.** A student's record includes all work completed or attempted at Claremont School of Theology; no requests for parts of a student's record will be honored. No transcript of a student's record will be furnished to any student or alumnus whose financial obligations to the School have not been satisfied. Transcripts from other institutions and test scores (GRE & TOEFL) must be requested directly from those sources. Application and admissions materials (including letters of recommendation or personal statements) will not be duplicated.

**Please Print**

Name: \_\_\_\_\_  
Last/Family                      First                      Middle

Birthdate: \_\_\_\_\_  
MM/DD/YY

Name as appearing on CST record, if different:  
\_\_\_\_\_  
Last/Family                      First                      Middle

Phone Number:  
\_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Email:  
\_\_\_\_\_

Dates of Attendance: \_\_\_\_\_  
/ \_\_\_\_\_  
Begin                      End

Degree(s) Received: \_\_\_\_\_

**Student Signature** (All requests must bear a handwritten signature of the student)

\_\_\_\_\_ Date

Record Type	Fee	# Requested
Official Transcript	\$10.00 each	_____
Unofficial Transcript	\$5.00 each	_____
Enrollment Verification Letter	No Charge	_____
Rush request	\$5.00 per transcript	_____

(processing in less than three business days)

Office Use Only	
Registrar's Office	Date
Business Office	Date

**Credit Card Information** (Required if you are faxing your request.)

Circle one: Visa    MasterCard    AmEx

Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Hold for pick-up     Send immediately     Send after grades are posted for \_\_\_\_\_ semester

**Send to:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of transcripts:  
\_\_\_\_ Official    \_\_\_\_ Unofficial  
\_\_\_\_ Letter of Enrollment

Hold for pick-up     Send immediately     Send after grades are posted for \_\_\_\_\_ semester

**Send to:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of transcripts:  
\_\_\_\_ Official    \_\_\_\_ Unofficial  
\_\_\_\_ Letter of Enrollment