



OFFICE OF THE REGISTRAR

TRANSCRIPT REQUEST

Official Transcripts must be obtained by a student or graduate by written request and a \$5.00 transcript payment for each transcript requested. Only students whose accounts with Southern Evangelical Seminary are paid in full will be permitted to obtain official transcript. Unofficial transcripts may be printed online from the student's information account at no charge.

If you are faxing this form please call to confirm its receipt and legibility: 704-847-5600 x205.

This form cannot be processed unless ALL information BELOW has been entered and is legible.

If transcripts are to be sent to more than one address, please use a separate form for each address

Students
Name:

First

Middle

Maiden

Last

Date of Birth:

E-Mail

Mailing
Address:

City, State, Zip

Last Semester
Attended:

Year Graduated:

- Fax unofficial transcript to _____
- Official Transcripts to be picked up ("Issued to Student")
- Mail Official Transcript now
- Special Instructions: _____
- ___ Number of copies

Student's Signature _____

SSN or SES ID#: _____

Phone Number: _____

Address to which transcript(s) should be sent. Please include zip code. Please Print or type.

Credit Card Information			
Only needed if payment is made by credit card.			
Check only one:			
<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Credit Card Number			
			_____/_____ Expiration Date
_____ Cardholder's Signature			

Return completed form to the Office of the Registrar, **3000 Tilley Morris Road, Matthews, NC 28105** Or Fax: **704-845-1747**. Questions about this policy and procedure may be directed to the Office of the Registrar 704.847.5600.

Office Use Only

Registrar:	Date sent:	<input type="checkbox"/> recorded	Business Office:	Date rec'd	Rec't #	<input type="checkbox"/> recorded
	<input type="checkbox"/> Cash	Cash Amount \$		<input type="checkbox"/> Check #	Check Amount \$	

3000 Tilley Morris Road, Matthews, NC 28105

www.ses.edu 704-847-5600