

Registrar's Office: 303-357-5845, 6399 S. Santa Fe Dr. Littleton, CO. 80120, transcripts@denverseminary.edu, FAX: 303-783-3122

Requests should be sent to the Registrar's Office by mail, fax, or email. If you have a hold on your account, it must be cleared before transcripts can be sent.

Student Contact Information

Student #: _____ Today's Date: _____ Date Last Attended: _____
 First Name: _____ Middle Name: _____ Last Name: _____
 Previous Name(s): _____ Last Four Digits of Social Security #: _____
 Current Address: _____ City: _____ State: _____ ZIP: _____
 Phone #: () _____ - _____ Email Address: _____

Transcript Request Information

Select Processing Type & Quantity of Transcripts:

Qty _____ @ \$0.00 Unofficial copy emailed (processed once a week)

Qty _____ @ \$5.00 Standard Official (processed once a week)

Qty _____ @ \$15.00 Rush Official (processed within 1 day of receipt)

\$ _____ Total Cost

Process after grades post for _____ semester

Process after degree is posted

Transcript Recipient Information

Select all that Apply:

Hold _____ transcript(s) for pickup at seminary

Email unofficial transcript to:

Email Address

Mail _____ transcript(s) to:

Person/Institution/Company

Street Address

City State ZIP

Mail _____ transcript(s) to:

Person/Institution/Company

Street Address

City State ZIP

Special Instructions

(Note: We will not release transcripts until receipt of payment. Payment can be made over the phone at 303-762-6891 or online at: <https://denverseminary.edu/current-students/registrar/transcript-requests/>.)

Student Signature (required*)

Date

* In accordance with the Family Educational Rights and Privacy Act (FERPA) your signature is required to authorize release of your transcripts.

For office use only	Date Received: _____	Date Paid: _____	Date Mailed: _____
	Holds? _____	Amount Paid: \$ _____	Processor Initials: _____