 **Transcript Request**

**Registration Services**

847.866.3905 | 224.999.8059 fax | registrar@garrett.edu | 2121 Sheridan Road | Evanston, Illinois 60201 | www.garrett.edu

Students and alums may request transcripts online through Parchment using a credit card. The Garrett request page may be accessed directly here: <https://www.parchment.com/u/registration/4320357/account>. Learners can create an account and then follow the steps to search for the recipient, select electronic or physical transcripts, and pay with a credit card.

Alternatively, this form may be completed, printed, and either mailed or dropped by the registrar’s office with payment.

|  |  |  |
| --- | --- | --- |
| **Today’s Date:**  |  |  |
| **Dates of Attendance:** |  |  |
| **Degree(s) Requested:** |  |  |
| **Name:** |  | **E-Mail:** |  |
| **Current Address:** |  | **Phone:** |  |
| **City, State, Zip:** |  |
| **Send To:** |  |
|  |  |
|  |  |
|  |       | Deadline, if applicable |
| **Reason for Request:** |       |
| **Instructions:** | [ ]  Please mail | **# of Copies:** |  | Unofficial student copy - **$4.00** |
|  | [ ]  Will pick up |  |  | Official transcript - **$7.50** |
|  | [ ]  Hold for grades |  |  | **In addition** to one of the above options, a facsimile copy (FAX) can be purchased for **$3.00** |
|  |  |  |  |  |

Please fill in above information and sign below before sending to the registrar’s office.

***Transcript policy:*** It is the policy of the registrar's office to release official transcripts only to the institution, agency or person for whom the transcript was requested. Such transcripts will be mailed directly by the registrar's office. If student copies are requested, they will be stamped "Transcript issued to student."

***Faxing a transcript:*** When requesting a facsimile of a transcript, it is with the understanding that the transcript may go to an unattended FAX machine or may be seen by someone other than the intended receiver. If you request a FAXed transcript, you do so with the understanding that Garrett-Evangelical Theological Seminary is not responsible for the privacy of your transcript.

***Holds:*** Transcripts for students with account holds cannot be released.

**Student's Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Required**