Transcript Request Form

Official transcripts may be obtained through written request by a VES student or graduate whose accounts with Veritas Evangelical Seminary are paid in full. A $5.00 fee for each transcript must accompany each written request. All unofficial transcripts may be obtained by a student or graduate and mailed to the student at no charge. Allow 2-3 weeks for delivery.

Note: If transcripts are to be sent to more than one address, please use an additional form for each address. Complete the appropriate section(s) by printing clearly and firmly using black ink.

STUDENT INFORMATION

Student's Name: _____
(Last) (Middle) (First)

Last four digits of SSN: _____ Student Phone: _____

Address: _____
(Street) (City) (State) (Zip Code)

Date of last course attended: _____ Year Graduated: _____ Degree Earned: _____

TRANSCRIPT INFORMATION

MAIL _____ copies of my **official** _____/ **unofficial** _____ academic transcripts to:
(Quantity)

_____
(Name)

_____
(Street)

_____
(City) (State) (Zip Code)

Special instructions: _____

FAX **unofficial** transcript to: _____
(Attention) (Fax Number)

_____
(Attention) (Fax Number)

☐ **Official** transcript to be picked up ("issued to student")
☐ **Unofficial** transcript to be picked up ("issued to student")

Student's Signature: _____ Date: _____

Return completed form to: **Veritas Evangelical Seminary, 39407 Murrieta Hot Springs Road, Murrieta, CA 92563**

FOR VES USE ONLY:

Registrar initials: _____ Date received: _____ Date sent: _____ Recorded ☐

Business Office initials: _____ Cash ☐ Check ☐ Check#: _____ Amount: _____