

LOGOS EVANGELICAL SEMINARY

9358 Telstar Ave. El Monte, CA91731

TRANSCRIPT REQUEST

STUDENT ID# _____		
NAME (English) _____		姓名: _____
Last	First	Middle
CURRENT ADDRESS _____		

PHONE _____	SSN _____	DATE OF BIRTH _____

Are you currently enrolled as a student at Logos Evangelical Seminary?

Yes No (If no, when did you last attend?) Quarter/Semester: _____ Year: _____

Other name(s) used while attending Logos Evangelical Seminary: _____

Transcript processing

Document Requested: Official Transcript Un-official Transcript

Number of copies: _____ (A separate request is required for each different addressee)

Transcript requested on degree program: M.A.C.S. M.Div. Th.M. D.Min. Diploma

Date of Graduation: _____ Quarter/Semester of _____ year

If you have not completed the degree program, when the transcript(s) should be processed?

(Also see policy section below regarding processing time)

- Now, although some grades may be missing
- After final grades for this current quarter are entered (3-4 weeks after the end of the semester)
- After degree is conferred (A degree earned will not be posted on your permanent record for 8-10 weeks after the end of the quarter)
Degree to be earned _____ semester/year of anticipated graduation _____
- Other: _____

Handing: Send to the address below Hold for personal pickup (by student only)

Student's Signature: _____ (Required for processing) Date _____

Transcript policy and cost

- Transcript will normally be mailed within 5-10 working days of receipt of this request.
- The Seminary is not obligated to furnish a transcript to any student or former student whose financial obligations to the Seminary have not been satisfied
- There is a \$5.00 charge for each official transcript. \$2.00 charge for each un-official transcript. Payment in advance is required. If payment is not received with this request, no transcript can be issued until payment is received. Make checks payable to Logos Evangelical Seminary. Please do not fax the request form or send cash through the mail. (本校只收正本附有本人簽名的申請表, 不收傳真及電子檔案).
- Special Service \$30 will be charged: EXPRESS HANDLING SERVICE, USPS EXPRESS/PRIORITY MAIL
(USPS EXPRESS/PRIORITY MAIL EXTRA POSTAGE FEE WILL BE ADD ON DUE TO DIFFERENT LOCATION).
- Copies of transcripts of credits earned at other institutions are not available from Logos Evangelical Seminary. You must address such requests directly to the institutions involved.
- Under the Family Educational Rights and Privacy Act of 1974, this information is released on the condition that no other party will be permitted to have access to such information without the written permission of the student.

Address transcript to (Please type or print clearly)

For Office Use Only
Amount Paid _____
Date Mailed _____
By _____

- 1) Applicant is responsible for correct and legible addresses.
- 2) Complete a separate form each transcript to be sending to a different address.