

TRANSCRIPT REQUEST FORM

1. Enter all requested data.
2. Clear any outstanding balance with Student Accounts/Business Office.
Note: No transcripts are released without clearance.
3. Submit payment for each transcript requested:
\$7.00 each for US delivery or \$10.00 each for international delivery.
4. Complete a separate request for each address a transcript is to be sent.
5. Sign, and Mail or FAX your request to the Registrar's Office.

[] PRINT YOUR NAME AND CURRENT ADDRESS IN THE BOX BELOW.
THIS IS FOR YOUR RECEIPT.

STUDENT ID No.
(or Soc. Sec. No. -- optional) _____

YOUR SIGNATURE

TRANSCRIPTS CANNOT BE RELEASED WITHOUT THE WRITTEN AUTHORIZATION OF THE STUDENT. OFFICIAL TRANSCRIPTS WILL ONLY BE RELEASED TO INSTITUTIONS.

PRINT THE **NAME/OFFICE** AND COMPLETE **ADDRESS** OF THE **RECEIVING SCHOOL/AGENCY** IN THE BOX BELOW. PRINT CLEARLY – THIS IS THE **MAILING ADDRESS**.

Concordia College is a four-year, coeducational liberal arts college sponsored by The Lutheran Church—Missouri Synod and a member of the Concordia University System. It is chartered by the Board of Regents of the University of the State of New York to offer both associate and bachelor degrees. Concordia College is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools. The Education Program is accredited by the National Council for the Accreditation of Teacher Education (NCATE). The Social Work program is accredited by the Commission on Accreditation of the Council on Social Work Education, a specialized accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation. The College is registered by the New York State Education Department and is a member of the American Association of Intensive English Programs.

How do you want us to process your request?

Process my transcript(s):

[] Now [] At End Of Current Term [] After Degree Posting

OF TRANSCRIPTS _____ PROCESSED

- [] **Send** me the Issued-to-Student (unofficial) transcript(s).
- [] **Send** the Official Transcript(s) directly to the school/agency listed above.
- [] **Send** me the Official Transcript(s) in a Sealed Envelope (requires name of receiving school/agency).
- [] **Hold** my transcript(s) for pick-up: [] **Official**; [] **Unofficial**.

CONCORDIA COLLEGE

NEW YORK
OFFICE OF THE REGISTRAR
171 White Plains Road, Bronxville NY 10708
FAX: 914-395-4523 Phone: 914-337-9300 ext. 2104

TODAY'S DATE: _____/_____/_____

-- HELP US IDENTIFY YOUR RECORD --

ARE YOU A GRADUATE OF CONCORDIA?

YES	DATE	NO
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DATES OF ATTENDANCE AT CONCORDIA

FROM: _____ TO: _____

MAIDEN OR OTHER NAME USED AT CONCORDIA

YOUR BIRTHDATE: _____/_____/_____

REQUIRED: Telephone number(s) where you can be reached

Grading System/Quality Points

- A = 4.0 quality points
- B+ = 3.5 quality points (since fall 1982)
- B = 3.0 quality points
- C+ = 2.5 quality points (since fall 1982)
- C = 2.0 quality points
- D = 1.0 quality points
- F = 0.0 quality points
- P = Pass; 0.0 quality points
- CR = Credit awarded; 0.0 quality points
- IP = Coursework In Process; no credit & no quality points (since fall 1989)
- I = Incomplete; a temporary grade (formerly Inc)
- S = Satisfactory participation; no credit/no quality points (to fall 1989)
- AU = Audit; no credit and no quality points
- W = Withdraw (before mid-semester); no credit and no quality points (since fall 1989)
- WP = Withdraw Pass (after mid-semester with a grade of D or better); no credit and no quality points (formerly WdP)
- WF = Withdraw Fail/Unauthorized Withdrawal (after mid-semester); same academic penalty as F (formerly WdF)
- XT = Exempted via equivalent competency; no credit and no quality points
- # = Remedial credit (not applicable toward a degree)
- TC = Transfer credit; no quality points

METHOD OF PAYMENT @ \$7 / \$10 per transcript

Check/Money Order (Made out to Concordia College)	
Cash, if paid in person (Do Not Send Cash In The Mail)	
Credit Card – American Express, MasterCard or VISA only	
Credit Card Number	Exp. Date

_____ Cardholder's Signature
