



Transcript & Verification Request Form

Please print and complete this form using one form per mailing address. Failure to provide complete information and signature may result in delay of request processing. To return completed form: mail to Registrar's Office, Union Presbyterian Seminary, 3401 Brook Road, Richmond, VA 23227 OR fax to 804-278-4302 OR email to gblackwell@upsem.edu .

Full name: _____ Former names: _____

Current address: _____ City: _____

State: _____ Zip code: _____ Phone: _____ Email: _____

Years attended: _____ Degree program(s): _____

Current student Former student **Signature:** _____ **Date:** _____

About Your Transcript Order:

- Your transcript includes all attempted course work for all degree programs.
- Official transcripts cannot be faxed, but electronic copies can be requested via the [National Student Clearinghouse](#).
- Current students are not charged for transcripts; however, optional shipping rates may still apply.
- Payment for transcript orders may be submitted via cash, check, or money order; transcript requests are processed once payment is received.
- The Family Educational Rights and Privacy Act of 1974 prohibits release of grades without the student’s written consent. *We must have your signature to authorize release of transcript.*

Transcript Order:

- Enrollment verification/degree verification letter (no charge; can be mailed, faxed, or emailed) : ___ copies
- Official transcript – current student (no charge; can be mailed): ___ copies
- Official transcript – alumni (\$5.00 per copy; can be mailed): ___ copies

Delivery Options (delivery fees are in addition to prices listed above):

- First class mail (no charge) Fax (no charge)
- Email Hold for pick-up (no charge)
(Enrollment Verification only, no charge)

Delivery Instructions:

Mailing address: _____ Fax number: _____
 _____ Attn: _____

 _____ Email address: _____
 _____ Attn: _____