



# GENERAL THEOLOGICAL SEMINARY TRANSCRIPT REQUEST FORM

**INSTRUCTIONS:** Complete this form and submit it to GTS, 440 W 21<sup>st</sup> Street, NY, NY 10011, Attn: Registrar, fax it to 212.727-3907 or attach to email to **Registrar@gts.edu**. Your official transcript is considered a confidential document and your written approval is required before it can be released. The transcript fee is \$15.00 for up to three official copies of your transcript; current students are not charged a fee. Checks and/or money orders should be made out to "General Theological Seminary." All debts to the seminary must be satisfied before a transcript can be issued. *Please allow 5 business days for processing. (Rev. 6/20/2016)*

**PICK-UP -or- SEND TO [Mark a label for every request]:**

(Please write legibly. This label will be used for mailing. GTS is not responsible for transcripts returned as undeliverable.)

Name: _____ #1 Address: _____ _____ _____	Name: _____ #2 Address: _____ _____ _____
Name: _____ #3 Address: _____ _____ _____	<b>AND/OR EMAIL THE TRANSCRIPT TO A DIOCESE/SCHOOL:</b> Name: _____ Title: _____ Phone Number: _____ Email address: _____

**THE FOLLOWING INFORMATION IS NECESSARY TO LOCATE YOUR ACADEMIC RECORD:**

Name: \_\_\_\_\_ Name under which you attended (if different): \_\_\_\_\_

Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Birth Date: \_\_\_\_\_  
MONTH/DAY/YEAR

Terms of Attendance: \_\_\_\_\_ Through: \_\_\_\_\_  
TERM/YEAR TERM/YEAR

Current Degree or Degree Awarded: \_\_\_\_\_ Date: \_\_\_\_\_

- Options:
- Process immediately     Wait until all grades are entered for following term: \_\_\_\_\_
  - Send with my [circle one:] Middler Evaluation & Candidacy Recommendation/ Transitional Diaconate Recommendation/ Priesthood Recommendation
  - Hold for Degree Posting Degree: \_\_\_\_\_     Hold for Grade Change. Course: \_\_\_\_\_ Term: \_\_\_\_\_

**Student Signature:** \_\_\_\_\_  
**REQUIRED TO RELEASE TRANSCRIPT**

DATE:	PHONE:
YOUR ADDRESS:	
CITY/STATE:	ZIP:
YOUR EMAIL ADDRESS:	

**DATE SENT** from  
Registrar's Office:

\_\_\_\_\_

**NOTES:**