



Meadville Lombard
Theological School

Transcript Request Form

Transcript requests can be accepted in person, by mail, or by fax, but NOT by telephone or email. Email is only acceptable if it is a scanned document with a signature. The request must have a handwritten signature, which is a legal requirement allowing for the release of your confidential academic record.

Unofficial Copy

___ No Charge [Available to current students only, sent by email to Meadville.edu address]

Official Copy

___ \$7.00 – will be sent first class US Mail within 5 business days of receipt of a prepaid request

___ \$10.00 – will be sent first class US Mail within 1 business day after receipt of a prepaid request

___ \$35.00 – will be sent Overnight FedEx within 1 business day after receipt of a prepaid request*

Last Name _____ **First Name** _____

Other Names Used _____

Social Security Number [last four digits] XXX--XX-- _____ **Date of Birth** ____/____/____

Address _____

City, State Zip _____

Phone Number _____ **Email** _____

Dates Attended Meadville Lombard: From _____ To _____

Mail to above address _____

Mail to other address (fill in at right) _____

Payment Information

Amount Paid \$ _____ [All fees must be prepaid. FYI: we can no longer accept cash payments]

Check [Payable to Meadville Lombard Theological School] Check # _____

Credit Card [All credit card payments must be made online. If you wish to pay online please go to www.meadville.edu; under the Academics drop down choose Register online; chose "Make a Payment" and indicate 'Transcript in the comments section.]

I understand that my records will not be released if I have a delinquent balance due to Meadville Lombard Theological School

Signature _____ **Date** _____

The Family Educational Rights and Privacy Act of 1974 prohibits the release of grades without the student's written consent. The student's signature is required to authorize the release of a transcript.

*Fees subject to change