

## 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 records.

### Unofficial Copy

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

### Official Copy

\$10.00 – will be sent first class US Mail within 5 business days of receipt of a prepaid request

\$15.00 – will be sent first class US Mail within 1 business day after receipt of a prepaid request

\$10.00 – will be sent electronically to the Unitarian Universalist Association Ministerial Credentialing Office (only) within 1 business day of a prepaid request

\$40.00 – will be sent Overnight FedEx within 1 business day after receipt of a prepaid request\*  
 (Additional Fees Will Apply For International Request/Deliveries)

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 below)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### 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 the Transcripts page on [www.meadville.edu](http://www.meadville.edu).

By signing below, I acknowledge 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 prohibit 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