



SOUTHWESTERN CHRISTIAN COLLEGE

TRANSCRIPT REQUEST INSTRUCTIONS

All current and former students of *Southwestern Christian College* are eligible to receive an official transcript of their college work and evidence of their college attendance only if they are not in debt to the college or in default on a federal student loan.

The *Office of Academic Affairs* issues transcripts. Requests for transcripts should be made directly to this office in **writing**, accompanied by the appropriate fee. Persons requesting transcripts should make their requests well in advance of the date needed. The transcript approval process involves clearance through the college Business Office and Office of Financial Aid. Individual circumstances differ, so please allow 3–4 days for processing after the request is received by the *Office of Academic Affairs*.

Persons requesting transcripts are asked to download the Transcript Request Form found on this site and mail this form with the appropriate fee to ***Southwestern Christian College, Office of Academic Affairs, P.O. Box 10, Terrell, TX, 75160***. Requests may also be faxed to ***972/563-7133*** and the appropriate fee paid to the college Business Office by credit card.

Facsimile copies of the transcript can also be sent. Persons should keep mind that generally facsimile copies are not considered official and a hard copy may also have to be sent.

To avoid delays, please fill out the form completely and print legibly, sign and date the form. While the first copy is free, if in doubt as to this being your first copy, please include the appropriate fee.

If the transcript request is denied for any reason, the transcript fee for processing the request is forfeited.