



Southwestern Christian College

200 Bowser Circle

Terrell, TX 75160

"Large Enough to Matter, Small Enough to Care"

TRANSCRIPT REQUEST FORM

NAME DURING ENROLLMENT

LAST NAME IF MARRIED

DOB

SOCIAL SECURITY #

ID

ADDRESS

HOME PHONE

CITY

STATE

ZIP CODE

WORK PHONE

COUNTRY

DATE LAST ATTENDED

Email

NAME OF PERSON OR INSTITUTION WHERE TRANSCRIPT IS TO BE MAILED

INSTITUTION

NAME

ADDRESS

CITY

STATE

ZIP CODE

COUNTRY

NUMBER OF COPIES REQUESTED:

FAX:

FEE:

FIRST COPY (FREE)

FEE: \$2.00 PER TRANSCRIPT AFTER FIRST
\$3.00 PER TRANSCRIPT FOR 2 OR MORE TRANSCRIPTS SEALED IN SEPARATE ENVELOPES
\$3.00 PER FAX COPY and \$5.00 TO FAX AND MAIL COPY

NOTE: IF THIS TRANSCRIPT REQUEST IS DENIED FOR ANY REASON, THE FEE IS FOR FORFEITED
PLEASE ALLOW 3-4 WORKING DAYS FOR PROCESSING

SIGNATURE _____

DATE: