

TRANSCRIPT REQUEST FORM

1. Enter all requested data. This will help expedite your request.
2. Clear any outstanding balance with the Business Office.
Note: No transcripts are released without Business Office clearance.
3. Submit payment of \$5.00 for each transcript requested.
4. Complete a separate request for each place a transcript is to be sent.
5. Sign, and Mail or FAX your request to the Registrar's Office.

[] THIS IS FOR **YOUR RECEIPT**. PRINT YOUR NAME, ADDRESS AND ZIP-CODE IN THE BOX BELOW.

STUDENT ID No. _____
(or Soc. Sec. No. -- optional) _____

YOUR SIGNATURE

TRANSCRIPTS CANNOT BE RELEASED WITHOUT THE WRITTEN AUTHORIZATION OF THE STUDENT. OFFICIAL TRANSCRIPTS WILL ONLY BE RELEASED TO INSTITUTIONS.

THIS IS FOR **THE RECEIVING SCHOOL/AGENCY**. PRINT THE NAME AND/OR OFFICE, ADDRESS AND ZIP-CODE OF IN THE BOX BELOW. PRINT CLEARLY.

How do you want us to process your transcript?

- [] **Send** me an Issued-to-Student (unofficial) transcript.
- [] **Send** an Official Transcript directly to the school/agency listed above.
- [] **Send** me an Official Transcript in a Sealed Envelope (requires name of receiving school/agency).
- [] **Hold** my transcript for pick-up: [] **Official**; [] **Unofficial**.

Concordia College is a four-year, coeducational liberal arts college sponsored by The Lutheran Church—Missouri Synod and a member of the Concordia University System. It is chartered by the Board of Regents of the University of the State of New York to offer both associate and bachelor degrees.

Concordia College is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools, 3624 Market Street, Philadelphia, PA 19104, 215/662-5606. The Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Commission on Recognition of Postsecondary Accreditation. The Education Program is accredited by the National Council for the Accreditation of Teacher Education (NCATE), 201 Massachusetts Ave N.W., Suite 500, Washington DC 20036, 202/466-7496. The Social Work program is accredited by the Commission on Accreditation of the Council on Social Work Education, 1600 Duke Street, Alexandria, VA 22314, 703/683-8080, a specialized accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation. The College is registered by the New York State Education Department and is a member of the American Association of Intensive English Programs.

CONCORDIA COLLEGE

NEW YORK
OFFICE OF THE REGISTRAR

171 White Plains Road, Bronxville NY 10708
FAX: 914-395-4523 Phone: 914-337-9300 ext. 2105

TODAY'S DATE: _____/_____/_____

HOW MANY TRANSCRIPTS DO YOU WANT?

METHOD OF PAYMENT @ \$5 per transcript

Check (Made out to Concordia College)	
Cash/Money Order (Do Not Send Cash In the Mail)	

Credit Card – American Express, MasterCard or VISA only	
Credit Card Number	ExpirationDate

-- HELP US IDENTIFY YOUR RECORD --

ARE YOU A GRADUATE OF CONCORDIA?

YES	DATE	NO
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DATES OF ATTENDANCE AT CONCORDIA

FROM: _____

TO: _____

MAIDEN OR OTHER NAME USED AT CONCORDIA

YOUR BIRTHDATE: _____/_____/_____

Telephone number(s) where you can be reached

Grading System/Quality Points

- A = 4.0 quality points
- B+ = 3.5 quality points (since fall 1982)
- B = 3.0 quality points
- C+ = 2.5 quality points (since fall 1982)
- C = 2.0 quality points
- D = 1.0 quality points
- F = 0.0 quality points
- P = Pass; 0.0 quality points
- CR = Credit awarded; 0.0 quality points
- IP = Coursework In Process; no credit & no quality points (since fall 1989)
- I = Incomplete; a temporary grade (formerly Inc)
- S = Satisfactory participation; no credit/no quality points (to fall 1989)
- AU = Audit; no credit and no quality points
- W = Withdraw (before mid-semester); no credit and no quality points (since fall 1989)
- WP = Withdraw Pass (after mid-semester with a grade of D or better); no credit and no quality points (formerly WdP)
- WF = Withdraw Fail/Unauthorized Withdrawal (after mid-semester); same academic penalty as F (formerly WdF)
- XT = Exempted via equivalent competency; no credit and no quality points
- # = Remedial credit (not applicable toward a degree)