

TRANSCRIPT REQUESTS:

Here is what you must do to obtain your transcript:

1. Since your grades are considered confidential, the registrar’s office will need your request in writing, listing this information...
 - a. Your full name used when attending COGTS;
 - b. The last 4 digits of your social security number;
 - c. Your current mailing address & phone;
 - d. Where you want the transcript mailed (name and address);
 - e. Your desire for an unofficial (\$3) or official (\$5) transcript; and
 - f. Your signature.

Download, copy, and Fax this request to us at 423-478-7711. (Or mail to COGTS, POBox 3330, Cleveland, TN 37320-3330)

2. Contact the Seminary’s Business Office to arrange payment of the transcript (423-478-7728). They will accept Visa or MasterCard. (If mailing transcript request, include check or money order payable to **COGTS.**)

Once we receive your signed request and the Business Office confirms your payment, we will process your request.

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**Church of God Theological Seminary
REQUEST FOR TRANSCRIPT**

OFFICIAL - \$5.00

UNOFFICIAL - \$3.00

An official/unofficial transcript has been requested on the following date of ___/___/___ from:

Please send _____ copy/copies to the address listed below:

Name last 4 digits of S.S. #

Address

City State Zip Code

Phone # Email Address

Student’s Signature: _____

Office Use Only

	Approved	Denied	Initials	Reason
Business Office	_____	_____	_____	_____
Financial Aid	_____	_____	_____	_____
Registrar/Admission	_____	_____	_____	_____