



# Unofficial Transcript Request Form

**Calvary Chapel University** Registrar's Office - 12808 Woodruff Ave, Downey, CA 90242 Fax# 562-803-7907

There is no charge for Unofficial Transcripts. Requests to be processed in 5-7 business days. An additional \$10 fee will be charged for RUSH requests to be processed in 24 hours.

Student Name \_\_\_\_\_  
SSN# \_\_\_\_\_  
Maiden Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Email Address \_\_\_\_\_  
Quantity of Unofficial Copies \_\_\_\_\_  
RUSH Unofficial Copies (\$10) \_\_\_\_\_  
Please select method of payment:  Check (include with request)  Pay Online  
Today's Date \_\_\_\_\_  
Dates Attended: \_\_\_\_\_  
Degree Earned: \_\_\_\_\_

You can request to have unofficial transcripts mailed or faxed by our office.

Please mail transcripts to: \_\_\_\_\_  
ATTN: \_\_\_\_\_  
Address Line 1 \_\_\_\_\_  
Address Line 2 \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Please fax transcripts to: \_\_\_\_\_

I authorize Calvary Chapel University to release my transcripts as requested above.

Student Signature

Date

Office Use Only: BO \_\_\_\_ C \_\_\_\_ R \_\_\_\_ DATE SENT: