REQUEST FOR TRANSCRIPT OF GRADES

Your request must be legible, please TYPE or PRINT clearly!
Make check payable to The Christ College.
Transcripts will not be produced until fee payment is received.

Transcript Fees Per Transcript Copy:

Official Transcript prepared within three to five business days:	**$4.00**
Unofficial Transcript prepared within three to five business days:	**$2.00**
Official or Unofficial Transcript prepared in less than three business days:	**$10.00**
Faxed transcripts:	**$10.00**

Mail to: _____

College, University, or other Agency ☐ **(check here to have the transcript mailed directly to you)**

_____
Specific Office
(If you do not specify any office, your transcript will be mailed to the Admissions Office.)

_____
Address

_____
City, State, and Zip Code

Student Name: (Please PRINT) _____

Social Security/ID Number: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Email Address:** _____ **No. Copies Requested:** ____

I last attended TCCNHS or TCHSN: (circle one) **Fall Spring Summer Year: 19 _____ or 20 _____**

I graduated from TCCNHS or TCHSN: ☐ **Yes** ☐ **No Graduation Year: 19 _____ or 20 _____**

List ALL Former Names: _____

☐ **Send as soon as possible** ☐ **Hold until current semester grades posted**

PLEASE READ THE FOLLOWING AND SIGN BELOW:

1. Transcript services are withheld for any student who owes the College money or property.
2. Transcripts are released only by a request signed by the student.
3. Transcripts given to the student are stamped 'Issued to Student'. Some institutions will not accept transcripts marked 'Issued to Student'.
4. Transcripts show all work completed at this institution.
5. The College does not release transcripts or copies of transcripts from other institutions.
6. DO NOT OPEN YOUR OFFICIAL TRANSCRIPT! If opened, the official transcript will automatically be considered to be *unofficial* by most colleges and organizations.
7. Students must present a valid photo I.D. when picking up transcripts. No transcripts will be released without proper identification.
8. Official transcripts are generally processed within three to five business days of receipt, and will be sent by mail to the address that you provide.
9. A third party picking up a transcript must present written permission from the student to do so. The written permission must bear the student's signature and social security number. The third party must show photo ID to pick up the transcript.

_____ _____
Student Signature **Date**

The Christ College of Nursing and Health Sciences
Registration and Records Office
2139 Auburn Avenue
Cincinnati, Ohio 45219
Phone: 513-585-0365 www.thechristcollege.edu

Office Use Only:
Fee Paid _____

Cash / CK # _____

Transcript Mailed: _____

Date: _____