

- The student's signature is required as authorization to release any academic transcript information.
- There is no charge for transcripts.
- Financial accounts must be current for transcript information to be released.
- Submit completed request forms to the Office of the Registrar via mail, fax, or email—see contact information below. *If submitting a request form via email (.pdf or .jpg attachment), please note TRANSCRIPT REQUEST in the subject line and type the transcript mailing address(es) within the email message. Thank you.*

Please clearly print all information.

Last Name _____	First _____	Middle _____
Student ID # _____	SSN # _____	Date of Birth _____
All Previous Names (e.g. maiden, change of legal name—if applicable) _____		
Approximate Attendance Dates: from _____ to _____ Graduation Date (if applicable) _____		
Email Address _____		
Daytime Telephone # _____	Cell # _____	
Student Signature _____	Date _____	
Please mark all schools where you have attended to help us identify and retrieve your full academic record.		
<b>Attended:</b> <input type="checkbox"/> Taylor University <input type="checkbox"/> TU Online (Correspondence/Distance Learning/CLL/WWC) <input type="checkbox"/> Summit Christian College <input type="checkbox"/> Fort Wayne Bible College		
<b>Additional Comments:</b>		

Number of Transcript Copies Requested: \_\_\_\_\_

**Mail Transcript To:**

*Please clearly print the full envelope address below.*

Name/Attention: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Attach list of additional mailing addresses for multiple transcript requests. If submitting a request form via email (.pdf or .jpg attachment), please note TRANSCRIPT REQUEST in the subject line and type the transcript mailing address(es) within the email message. Thank you.

**Special Request**

- \_\_\_\_\_ Seal and Sign Envelope(s)
- \_\_\_\_\_ Process Transcript(s) after posting Current Term Grades
- \_\_\_\_\_ Process Transcript(s) after posting Degree Information
- \_\_\_\_\_ Hold Transcript(s) for Pick-Up
- \_\_\_\_\_ Other: \_\_\_\_\_

**Submit request form to:**

Office of the Registrar  
 Taylor University  
 236 W. Reade Ave.  
 Upland, IN 46989  
 Phone: (765) 998-5129  
 Fax: (765) 998-4791  
 Email: [kmoneal@taylor.edu](mailto:kmoneal@taylor.edu)