

OFFICIAL TRANSCRIPT REQUEST

Complete all sections. Return by mail, fax or in person.

Delays will occur during peak periods, such as registration, graduation, and at the end of the semester.

Shepard College of Ministry & Creative Arts

225 S. Pleasantburg Dr., Suite B12-5

Greenville, SC 29607

Phone: 864-567-9227

Fax: 864-250-6730

Date: _____ Social Security No. _____ Date of Birth _____

Full Name: _____

Last _____ First _____ Middle _____ Maiden _____

Former Name(s): _____ Date Last Attended: _____

Processing Instructions: Neatly print your name and address below. We will contact you here if there is a problem request.

Contact Address	✓	Purpose of Transcript
		Employment
		Graduate School
		Scholarship
		Transfer to :

If you would like us to hold your request, please indicate how below:

HOLD until final grades are posted:	<input type="checkbox"/> Fall	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer	<input type="checkbox"/> ADCaP	<input type="checkbox"/> Online	<input type="checkbox"/> Graduate
HOLD until degree is posted:	<input type="checkbox"/> December	<input type="checkbox"/> May				
HOLD for pick-up on (ID required):						

PLEASE PROVIDE US WITH THE MAILING ADDRESS THAT YOUR TRANSCRIPTS WILL BE SENT TO:

Mailing Address	✓	Processing Instructions
		SEND with regular process (5-7 Days)
		SAME DAY Service (\$10.00 charge)
		SEND unofficial fax (\$5.00 charge)
		HOLD for pick-up on:
	OVERNIGHT (\$45.00—provide info below)	

Official or Unofficial (Note: Unofficial or faxed copies are not accepted for **admission** by other colleges/universities.)

Number of copies requested: _____ (See limit above) Student's Signature: _____

If you want an e-mail notification when your transcript is sent, clearly provide your e-mail address in the space provided:

_____ Phone Number: (____) _____

Credit Card Information: MasterCard Visa Discover American Express Expiration Date: _____

Card Number: _____ Security Number on Back of Card: _____

FOR OFFICE USE ONLY: Amount Paid: \$ _____ Date Mailed _____

Comments: _____