



TRANSCRIPT REQUESTS:

Since your grades are considered confidential, here is what you must do to obtain your transcript:

1. Using the form below, submit the following information in writing to the Registrar's Office:
 - a. Your full name used when attending Seminary;
 - 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 U.S.) or official (\$5 U.S.) transcript; and
 - f. Your signature. (Requests cannot be processed without your signature.)

2. Fax to 423-478-7711; or
 Scan and email the signed form to ablevins@ptseminary.edu; or
 Mail to...
 PTS Registrar
 PO Box 3330
 Cleveland, TN 37320-3330

3. Contact the Seminary's Business Office to arrange payment of the transcript (423-478-7728) using a Visa, Discover, or MasterCard. If you mail your transcript request, include check or money order in U.S. dollars payable to **Pentecostal Theological Seminary** (formerly Church of God Theological Seminary.)

Once your transcript request is received and your payment is confirmed by the Business Office, your request will be processed.

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**Pentecostal Theological Seminary
REQUEST FOR TRANSCRIPT**

UNOFFICIAL - \$3.00

← *circle one* →

OFFICIAL - \$5.00

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

Name last 4 digits of S.S. #

Address

City State Zip Code

Phone # Email Address

Student's Signature: _____ Date: _____
(required)

Office Use Only

	Initials	Date	Notes
Business Office	_____	_____	_____

	Initials	Date	Notes
Registrar/Admission	_____	_____	_____