CLAREMONT
SCHOOL OF THEOLOGY

Request for Release of Records

Office of the Registrar
1325 N. College Avenue, Claremont, CA 91711 • Ph. (909)447-2502/2503 • Fax (909)447-6242/6241 • cstregistrar@cst.edu

Please allow five (5) business days for processing of all transcript requests. A student's record includes all work completed or attempted at Claremont School of Theology; no requests for parts of a student's record will be honored. No transcript of a student's record will be furnished to any student or alumnus whose financial obligations to the School have not been satisfied. Transcripts from other institutions and test scores (GRE & TOEFL) must be requested directly from those sources. Application and admissions materials (including letters of recommendation or personal statements) will not be duplicated.

Please Print

Name: _____
Last/Family First Middle

Birthdate: _____
MM/DD/YY

Name as appearing on CST record, if different:

_____
Last/Family First Middle

Phone Number: _____

Email: _____

Address: _____

_____

Dates of Attendance: _____/_____
Begin End

_____

Degree(s) Received: _____

_____
Student Signature (All requests must bear a handwritten signature of the student)

_____
Date

Record Type	**Fee**	**# Requested**
Official Transcript	$10.00 each	_____
Unofficial Transcript	$5.00 each	_____
Enrollment Verification Letter	No Charge	_____
Rush request (processing in less than three business days)	$5.00 per transcript	_____

Credit Card Information (Required if you are faxing your request.)

Circle one: Visa MasterCard AmEx

Number: _____ Expiration Date: _____

❑ Hold for pick-up ❑ Send immediately ❑ Send after grades are posted for _____semester

Send to:

_____

_____

_____

Number of transcripts:

____ Official ____Unofficial

____ Letter of Enrollment

❑ Hold for pick-up ❑ Send immediately ❑ Send after grades are posted for _____semester

Send to:

_____

_____

_____

Number of transcripts:

____ Official ____Unofficial

____ Letter of Enrollment

_____ _____
Registrar's Office Date Business Office Date