

ID Number (if known)	Last Name	First Name	Middle Name
Home Address		City	Nation
Home Address		State	Zip/Postal Code
Area Code and Telephone Number	<input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Work	Date of Birth	First Year at Fuller Last Year at Fuller
Other name(s) used while at Fuller Seminary		E-Mail Address	<input type="checkbox"/> Home <input type="checkbox"/> Work

**IMPORTANT NOTE:** Your transcript request will be processed when we receive it. To keep costs low, we do not hold requests until various conditions are met, such as the changing or posting of grades or degrees. Please check your transcript (go to [www.fuller.edu/registrar](http://www.fuller.edu/registrar), click Student Records Menu on left, and log in), and submit your transcript request when you know that all the grades you are expecting have been posted and/or that a degree has been posted. You are responsible for determining that your transcript is ready to be sent.

**TRANSCRIPT PROCESSING**

Number of copies: \_\_\_\_\_ (A separate request is required for each separate addressee)

**Disposition** (check all that apply):

- EMERGENCY SERVICE REQUESTED! **WARNING: EXTRA CHARGES APPLY. SEE THE BACK FOR DETAILS.**
- Hold for personal pickup (Identification is required. A signed release must accompany anyone you send in your place. Transcripts not picked up within two weeks will be mailed to the address above.)
- Send to the following address by:    
  Standard USPS Mail    
  USPS Priority Mail


- Send a secure PDF transcript to the following:
  - An eScrip-Safe network member (go to [tinyurl.com/ess-network](http://tinyurl.com/ess-network) and copy exactly as shown)

- The following name (person or school or organization) and email address (print carefully and legibly)

Name, School, or Organization \_\_\_\_\_

Email Address \_\_\_\_\_

**Signature (required for processing):** \_\_\_\_\_ Date: \_\_\_\_\_

**PAYMENT**

**IMPORTANT:** SEE THE BACK OF THIS REQUEST FORM FOR TRANSCRIPT POLICIES AND COSTS. **PROPER PAYMENT MUST BE PROVIDED. WE DO NOT MAINTAIN A BILLING SYSTEM OR CHARGE STUDENT ACCOUNTS FOR TRANSCRIPTS, AND NO FREE COPIES ARE PROVIDED. DO NOT SEND CASH THROUGH THE MAIL. CALCULATE YOUR CHARGES CAREFULLY; INCORRECT PAYMENT MAY DELAY YOUR TRANSCRIPT.**

Payment Amount: \$ \_\_\_\_\_

 Payment type:   
  Check # \_\_\_\_\_ (enclosed)   
  Online Payment (see below)   
  Cash (in person only)

**Online Payment Option.** To pay online, go to [http://ares.fuller.edu/upay/registrar/upay\\_transcripts.html](http://ares.fuller.edu/upay/registrar/upay_transcripts.html). Enter your credit card information and the payment amount that you calculated for the services you are requesting. Please note that your card will be charged immediately; we will refund the charges if we are unable to fulfill your transcript request due to a financial hold. We will fill your transcript request when we received this request form and verify that proper payment has been made, unless we are unable to do so for some reason, in which case the charges will be refunded.

# Glad You Asked About ... Transcript Policies & Charges

## POLICIES

Our goal is to provide quick, reliable, low-cost service to the many people who request their Fuller transcripts each year. To accomplish this, those desiring special services are responsible for the extra costs incurred.

- **What's Included.** The transcript of your official permanent academic record includes all work ever done for academic credit at Fuller. It covers all degree programs. Separate transcripts are not available for individual degree programs or calendar periods. Only the complete transcript is issued. Audit enrollments are recorded until the Winter Quarter of 1987. Beginning with that quarter, they were no longer recorded on the transcript. Continuing Education Units (CEUs) are not a part of your academic record, and therefore do not appear on your transcript. **We do not provide unofficial transcripts.**

Courses registered and grades received in a given quarter will not appear on your transcript until about three weeks after the end of the quarter. Degrees may not be posted for ten weeks or more after the end of the quarter. To keep costs low, we do not hold requests until various conditions are met, such as the changing or posting of grades or degrees. Please check your transcript online using the Student Records Menu link (login required) on [www.fuller.edu/registrar](http://www.fuller.edu/registrar), and submit your transcript request when you know that all the grades you are expecting have been posted and/or that a degree has been posted. You are responsible for determining that your transcript is ready to be sent. Your transcript request will be processed when we receive it.

- **Normal Service.** Transcripts will normally be sent (or be ready for pickup) by the end of the next working day after the day we receive your request, but no later than the end of the second working day after we receive it. For example, if we receive your request on Monday, regular service means we will usually send your transcript by the end of the day Tuesday, and guarantees that it will be sent by the end of the day Wednesday. If we receive your request on Friday, it would usually be sent by the end of the day Monday, but no later than Tuesday. Always get your request to us as early as possible to avoid delays, extra charges, and possible disappointment.
- **Emergency Service.** Emergency Service is usually available at additional cost (see below). Emergency Service charges apply when you want us to have a transcript ready to be picked up or sent earlier than the time described under **Normal Service** above. If your need is urgent, contact the Registrar's Office to see if Emergency Service will be necessary and available before sending us your request.
- **Delivery.** Normally, paper transcripts are sent by USPS first-class mail. USPS Priority Mail is available as an option at additional cost. Fuller cannot assume responsibility for mail not delivered to its intended destination. Our Emergency Service charges also apply if you want the transcripts to leave our office sooner than provided for under **Normal Service** (see above).
- **Electronic (PDF) Transcripts.** A special service of secure electronic delivery of an official PDF copy of your transcript is available through eScrip-Safe®. A notification that your transcript is available for secure download is emailed to an eScrip-Safe® network member or to an email address that you specify. You will receive an email when the transcript is sent, and when the transcript is downloaded and viewed. For more information, go to [www.fuller.edu/registrar/pdftranscripts](http://www.fuller.edu/registrar/pdftranscripts).
- **Holds.** Transcripts will not be issued unless admission has been finalized. Also, the Seminary is not obligated to furnish a transcript to any student or former student whose financial obligations to the Seminary have not been satisfied.
- **Charges and Payment.** There is a basic charge for each transcript copy (see below). There are no free copies, and no reduced charges when multiple copies are requested at the same time. *Appropriate payment for all charges is required with the request.* If payment is not received with this request, no transcript can be issued until payment is received. We cannot charge student accounts or access any credit that may exist there. In order to keep the cost of this service minimal, we do not maintain a billing system. Make checks payable to Fuller Seminary, or use the link on the Transcript Request Form to pay with a credit card online. We cannot accept responsibility for cash sent through the mail.
- **Transcripts from Other Schools.** Copies of transcripts (even unofficial copies) of credit earned at other institutions *are not available* from Fuller Theological Seminary. *You must address such requests directly to the institutions which granted the credit.*
- **How to Request.** Complete the request on the other side (one for each different address to which transcripts are to be sent) and bring or mail it to the Registrar's Office. Requests that are faxed using this Transcript Request form will be fulfilled as long as payment has been made online. The Registrar's Office fax number is (626) 584-5564. We regret that requests cannot be accepted by telephone or e-mail at the present time (due to provisions of the Family Educational Rights and Privacy Act). We must have your written signature as part of the request.

## CHARGES

### Basic charge

- Each copy mailed to an address in the United States or Canada .....\$5.00
- Each copy mailed outside the United States or Canada .....\$10.00
- Each PDF copy sent through eScrip-Safe® .....\$10.00

### Additional charges for additional services

- Emergency Service..... *additional \$5.00 per copy*
- USPS Priority mail delivery..... *additional \$5.00 per copy*

---

OFFICE OF THE REGISTRAR • FULLER THEOLOGICAL SEMINARY • 135 NORTH OAKLAND AVENUE • PASADENA, CA 91182  
VOICE (626) 584-5408 FAX (626) 584-5564

Visit our website at [www.fuller.edu/registrar](http://www.fuller.edu/registrar) • For further information (no requests) send e-mail to [transcripts@fuller.edu](mailto:transcripts@fuller.edu)

This form can be downloaded and printed from our website