

*Please send your signed and completed form via fax to 800-473-2512*  
*Please note: Some institutions may require the student to obtain transcripts directly; if this is the case, your enrollment counselor will contact you.*

**Concordia University, St. Paul : Graduate Student Transcript Release Form**

**TRANSCRIPT RELEASE AUTHORIZATION**

*I authorize my official transcripts to be sent to Concordia University St. Paul, C/O The Learning House and allow any necessary follow-up to acquire said transcripts listed below.*

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Legal Name: \_\_\_\_\_  
*First Last Maiden other*

Permanent Address: \_\_\_\_\_  
*Street City State Zip*

Date of Birth: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Social Security Number: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**Please Note: Transcripts are only needed from the institution which granted your bachelor's degree.**

Institution Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
*City State Zip*

Dates Attended From: \_\_\_\_\_ to: \_\_\_\_\_ Degree Earned: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

**Return official transcript materials to:**

**Concordia University, St. Paul**

C/O The Learning House

801 East Park Drive, Suite 105

Harrisburg, PA 17111

***Or email if using secure service - transcripts@csp.edu***

**Institution Records Office: If you cannot process this request please contact the Transcript Office at**

**800-293-7075 ext. 133**