Concordia University, St. Paul: Transcript Release Form

Notice to Institution Records Office: This is a request for official transcripts on behalf of a former student of your institution. Information needed to process this request can be found below.

Please return official transcript materials to:
Concordia University, St. Paul
C/O The Learning House
32 Mount Joy Street, Suite 300
Mount Joy, PA 17552

Or email using a secure service to transcripts@csp.edu

If you cannot process this request, please contact the Transcript Office at 1-800-293-7075 ext. 133

APPLICANTS PLEASE COMPLETE ALL INFORMATION BELOW:

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, including the release of non-directory information, to acquire official transcripts from each of the institutions listed below.

Signature: _____Date:_____

Legal Name: _____ _____ _____ _____
            First   *Middle*   *Last*   *Former Name(s)*

Permanent Address: _____ _____ _____ _____
                      Street   *City*   *State*   *Zip*

Date of Birth: _____ - _____ - _____   **Social Security Number** _____ - _____ - _____

Phone _____   **Email** _____

1. Previously Attended Institution: _____

Mailing Address: _____ _____ _____
                    City   *State*   *Zip*

Dates Attended from: _____ **to:** _____   **Program Seeking/of study:** _____

Student ID Number: _____   **Degree(s) Earned:** _____

2. Previously Attended Institution: _____

Mailing Address: _____ _____ _____
                    City   *State*   *Zip*

Dates Attended from: _____ **to:** _____   **Program Seeking/of study:** _____

Student ID Number: _____   **Degree(s) Earned:** _____

3.Previously Attended Institution: _____

Mailing Address: _____ _____ _____
                    City   *State*   *Zip*

Dates Attended from: _____ **to:** _____   **Program Seeking/of study:** _____

Student ID Number: _____   **Degree(s) Earned:** _____

APPLICANTS: *Please send your signed and completed form via fax to 800-473-2512 or email to transcripts@csp.edu*

Please note: Some institutions may require you to obtain your official transcripts directly; if this is the case, your enrollment counselor will contact you.

If you attended additional schools, please use additional copies of this form