



TRANSCRIPT REQUEST FORM

\$10 per Transcript (SCETV) \$10 per Transcript

Office use only
Date Rec'd:
Date Iss'd:

This form must be completed for your transcript to be issued. Please complete all information and mail or FAX to:
Converse College, Registrar's Office, 580 East Main Street Spartanburg, SC 29302

FAX: 864-596-9202 (must use credit card form of payment)

* Transcript fee is \$10.00 for each MTE Transcript that is requested * * The average processing time for transcripts is 7 - 10 business days.

Questions? Please call (864) 596-9095 or e-mail registrar@converse.edu

Completed transcript request form with credit card information may also be SCANNED and e-mailed as a PDF attachment to registrar@converse.edu

Grid for Social Security Number or Converse Assigned Student ID#

Social Security Number (or Converse Assigned Student ID#)

LAST NAME

FIRST NAME

MIDDLE NAME

CURRENT MAILING ADDRESS:

Box for current mailing address

Daytime Phone (+area code):

Box for daytime phone number

E-MAIL ADDRESS:

(NOTE: We will contact you at this address with any questions)

Signature and date lines for authorization

NOTE: Transcripts for above courses taken PRIOR to Sept., 2004 must be requested from SC State University, Office of Records, PO Box 7127, Orangeburg, SC 29117

Registrar will send transcript(s) when grade(s) ARE POSTED for the following checked courses.
Please check ALL courses that you have completed THROUGH CONVERSE COLLEGE:

- MTE 500 Mid. Math, MTE 501 Calc I, MTE 502 Pre-Calc, MTE 503 Calc II, MTE 504 Prob & Stat, MTE 505 Geometry, MTE 506 Alg I, MTE 507 Alg II, **NEW** Common Core State Standards: MTE 520 Elem Math, MTE 521 Middle Level Math, MTE 522 High School Math, LAE 500 CC:LA Edu-Elem, LAE 501 CC:LA Edu-ML, LAE 502 CC:LA Edu-Sec

MAIL / FAX TRANSCRIPT(S) TO: (NOTE: Faxed transcripts are NOT considered official transcripts):

1) _____ 2) _____

Please check here if you have Converse College course work OTHER than these Math Refresher courses

PAYMENT ENCLOSED: Check #, Cash, Visa, Discover, MasterCard, Money Order, American Express

Credit Card #: (Checks made PAYABLE TO: Converse College)

Grid for credit card number, Exp. Date, Security Code