



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 University, 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 line: (SIGNATURE REQUIRED) Sign here to authorize this request Date

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

Please list course numbers for ALL ETV courses that you have completed THROUGH CONVERSE UNIVERSITY:

Grid for listing course numbers

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

1) 2) Address lines for mailing or faxing transcripts

Please check here if you have Converse University 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 University)

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