



**ERSKINE**  
 THEOLOGICAL SEMINARY  
*Serving Christ and His Church*

## OFFICIAL TRANSCRIPT REQUEST

The Family Educational Rights and Privacy Act (FERPA) requires that all transcript requests be made in writing by the person to whom the record belongs. If you are requesting an official transcript by email, it will be processed only after both the Official Transcript Request form and payment have been received. The office of the Registrar cannot process transcripts requests for students with outstanding balances.

Full Legal Name (as it appears on student records) \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Erskine Email \_\_\_\_\_ Telephone \_\_\_\_\_

Dates of Attendance \_\_\_\_\_ Degree Program \_\_\_\_\_

Service	# of copies	There is a charge of \$10 for each transcript. Credit card payments for transcripts <b>must</b> be submitted electronically at <a href="http://www.erskine.edu/epay">www.erskine.edu/epay</a> and the payment receipt must be included along with the transcript request. Requests are processed within 72 hours of receipt. Please be aware that a hold on your account will prevent the release of your transcript.
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Hold for final grades		
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Pick-up		
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Total		

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Cash/Check     Credit Card

Send Transcript To ---	Address and Contact Information

Print Form and Sign \_\_\_\_\_ Date \_\_\_\_\_

Please submit the Official Transcript Request form to the office of the Registrar.

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