



OFFICE OF THE REGISTRAR

## TRANSCRIPT REQUEST

Official Transcripts must be obtained by a student or graduate by written request and a \$5.00 transcript payment for each transcript requested. Only students whose accounts with Southern Evangelical Seminary are paid in full will be permitted to obtain official transcript. Unofficial transcripts may be printed online from the student's Populi account at no charge. Contact the Registrar if you do not have access to your account in Populi.

**If you are faxing this form please call to confirm its receipt and legibility: 704-847-5600 x205.**

**This form cannot be processed unless ALL information BELOW has been entered and is legible.**

**If transcripts are to be sent to more than one address, please use a separate form for each address**

Students

Name:

\_\_\_\_\_

First

Middle

Maiden

Last

Date of Birth:

\_\_\_\_\_

E-Mail

\_\_\_\_\_

Mailing

Address:

\_\_\_\_\_

City, State, Zip

\_\_\_\_\_

Last Semester

Attended:

\_\_\_\_\_

Year Graduated: \_\_\_\_\_

Official Transcripts to be picked up ("Issued to Student")

Mail Official Transcript now

Special Instructions: \_\_\_\_\_

\_\_\_ Number of copies

Student's Signature \_\_\_\_\_

SSN (last 4 digits) or SES ID#: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address to which transcript(s) should be sent. Please include zip code. Please Print or type.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### Credit Card Information

Only needed if payment is made by credit card.

Check only one:

Visa  MasterCard

\_\_\_\_\_  
 \_\_\_\_\_

Credit Card Number

\_\_\_\_\_/\_\_\_\_\_  
 \_\_\_\_\_

Expiration Date

\_\_\_\_\_  
 Security Code on Card

\_\_\_\_\_  
 Cardholder's Signature

Check to have payment made through your student financial account in Populi on-line.

Return completed form to the Office of the Registrar, **15015 Lancaster Hwy Charlotte, NC 28277** Or Fax: **704-845-1747** / Email **registrar@ses.edu**. Questions about this policy and procedure may be directed to the Office of the Registrar 704.847.5600 x205.

### Office Use Only

<b>Registrar:</b>	Date sent:	<input type="checkbox"/> recorded	<b>Business Office:</b>	Date rec'd	Rec't #	<input type="checkbox"/> recorded
	<input type="checkbox"/> Cash	Cash Amount \$		<input type="checkbox"/> Check #	Check Amount \$	

15015 Lancaster Hwy Charlotte, NC 28277

[www.ses.edu](http://www.ses.edu) 704-847-5600