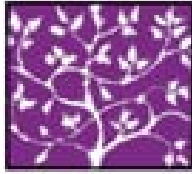


a tradition of
boldness



PACIFIC SCHOOL of RELIGION

PACIFIC SCHOOL OF RELIGION
1798 SCENIC AVENUE
BERKELEY, CA 94709
TEL: 800/999-0528 OR 510/849-8252
FAX: 510/845-8948 ATTN: REGISTRAR
FORM ALSO AVAILABLE ONLINE WWW.PSR.EDU

Pacific School of Religion Transcript Request

To request an official academic transcript from PSR, you must do so in writing and include your signature, payment, and address(es) to which the transcript should be sent. Requests missing any of these pieces will not be processed. Current PSR students enrolled in degree or certificate programs may print out an unofficial copy of their grades at any time from WebAdvisor accessible through the GTU website at www.gtu.edu. Please contact the registrar if you do not have your login and password. Note that official transcripts include only courses that have been completed, not courses that are in progress.

If you are currently in or graduated with a GTU Common MA or MABL, please request all official transcripts through the GTU Transcript Request form available at www.gtu.edu and submit it to the GTU registrar.

Submit this form with a payment of **\$10.00 per official transcript** as check, cash, or credit card to:

Pacific School of Religion, attn: Registrar
1798 Scenic Avenue
Berkeley, CA 94709
OR fax to 510/845-8948 attn: Registrar
OR email the signed and scanned form as an attached PDF to registrar@psr.edu.

Transcript request fees cannot be billed to your PSR account. Please note that it takes approximately ten (10) working days from the date the request is received to process transcript requests. This processing time does not apply to CMS, GTU Summer Session, GTU MA, and NHTS transcript as they may require additional processing by other departments and institutions, and no guarantee of processing time can be made. **Rush transcripts are not available.**

Date: _____

I, (name): _____, residing at:

(street address, with PSR box # if applicable)

(city/state/zip)

am requesting _____ copies of my transcript to be sent to the address(es) listed on the back. All transcripts are placed in sealed envelopes. I understand once the seal is broken, the transcript will no longer be official. I also understand that there is a \$10.00 charge for each transcript.

Please :

- find my payment of \$ _____ (cash / check) enclosed OR
- Charge my:
 - VISA _____ / Mastercard _____
 - Number: _____
 - Expiration date _____ / _____
 - Billing address zip code _____.

I am requesting that my grades from _____ (sem/yr) to _____ (sem/yr) be sent with the following PSR degree(s) posted:

1) _____ (deg.) _____ (sem/yr awarded)

2) _____ (deg.) _____ (sem/yr awarded).

I also attended GTU Summer Sessions during the following semester/year(s):

_____.

The date on which I would like my transcript to reach its destination(s) is _____, but I also understand that regardless of my preferred arrival date, this request will take up to ten (10) days to process. I have reported this information to the best of my knowledge, and I understand that any incomplete information, information inconsistent with PSR records, or blocks on my account can result in a delay or failure to process this request. If any problems arise, you may contact me at the following

Phone: _____ Email address: _____

Signature: _____

Send transcripts to the following address(es): *(Please list any additional addresses. Holding your transcript at the Registrar's Office for pick-up is discouraged, but if you strongly prefer that option, please indicate that below along with a preferred pick-up date. Be prepared to show your driver's license or some form of picture ID when picking up your transcript.)*

Name: _____

Name: _____

Institution: _____

Institution: _____

Address: _____

Address: _____

City/State/Zip: _____

City/State/Zip: _____