

Cornerstone University / Calvary Theological Seminary

Transcript Request and or Duplicate Diploma Request

PLEASE PRINT YOUR INFORMATION

STUDENT INFORMATION				
LAST NAME:	FIRST NAME:	MI:		
SOCIAL SECURITY #:	DATE OF BIRTH:	MAIDEN NAME (IF APPLICABLE)		
PRESENT ADDRESS:		TO THE STUDENT		
CITY:	STATE:	ZIP:	<u>ALL</u> transcript or duplicate diploma requests must be <u>submitted in writing on this form</u>. Diplomas' are only issued as replacements for lost or damaged originals.	
HOME PHONE:	CELL NO:			
STUDENT SIGNATURE:	DATE:			
STUDENT email:				
CU OR CT CAMPUS ATTENDED				
CAMPUS NAME:	CAMPUS LOCATION:	DATES ATTENDED:		
DEGREE LEVEL ACHIEVED:	TRANSCRIPT REQUESTED FOR: (Degree level & Major)			
DESTINATION				
COMPANY NAME OR COLLEGE			TO WHO'S ATTENTION:	
ADDRESS:		CITY:	STATE:	ZIP:
FEES	(ALL FEES MUST BE PAID AT THE TIME OF THE REQUEST)			QUANTITY
<input type="checkbox"/> \$20.00 PER TRANSCRIPT				
<input type="checkbox"/> \$50.00 PER DIPLOMA				
FOR OFFICE USE ONLY				
Payment Methods: <input type="checkbox"/> Check (There will be a \$25.00 fee for returned checks) <input type="checkbox"/> Money Order <input type="checkbox"/> Credit Card: Visa, MC, Discover & AMEX; by phone or online under "Student Resources"				
You may fax your request to 337-497-1876, but your transcript(s) will not be prepared until payment is received.				
Please allow two weeks from date of payment for transcript(s) to be mailed.				
Please mail all correspondence to : <div style="display: inline-block; vertical-align: top; margin-left: 20px;"> Cornerstone University / Calvary Theological Seminary 1605 Broad Street Lake Charles, LA 70601 (337) 497-1871, phone - (337) 497-1876, fax <i>email:</i> info@cornerstoneuniv.org, website: www.cornerstoneuniv.org </div>				