

Request for Official Transcript

Instructions

Please complete form and give to your high school counselor or university (college) registrar. Transcript should be mailed to **Concordia University, Office of Admission, 4090 Geddes Road, Ann Arbor, MI 48105.**

Section 1.

Please type or print in ink.

Last Name _____ First _____ Middle _____ Jr. (etc.) _____

Permanent Address (Number and Street or Rural Route, Box Number, etc.) _____

City _____ State _____ ZIP Code _____

Social Security Number: - -

Birth Date: - -

Institution Attended _____

Institution Address _____ City _____ State _____ ZIP Code _____

Dates Attended _____ Expected Graduation Date _____

Please mail a copy of my transcript to: **Concordia University
Office of Admission
4090 Geddes Road
Ann Arbor, MI 48105**

Section 2.

Signature _____ Date ____/____/____

In order for a transcript to be an official document it must be received directly from the issuing institution, bear the school's seal, date, and an appropriate signature. If it does not meet these requirements it will not be considered official and will be rejected for permanent use.