INTERNATIONAL COLLEGE FOR CHRISTIAN STUDIES
Transcript Information and Request Form

Transcript requests may be submitted via regular mail or e-mail.

Mail:
International College for Christian Studies
Registrar's Office
PO Box 6164
San Antonio, TX 78209

E-Mail to:
admin@iccsonline.net
and/or registrar@iccsonline.net

Your transcript may be released in any of the following ways by completing this form:

- **Official transcript** may be mailed to any address requested ($10.00*).
- **Unofficial transcript** may be faxed or e-mailed as a pdf document ($10.00*). (will state "VOID"). Students may also access their unofficial transcript through their student portal for free.

Transcripts will always be available without charge for the first copy. ☐**THIS IS MY FIRST COPY**
If this is your first copy, sign here: _____

Personal Information: (Please print clearly)

Name: _____
First Middle Last Maiden Student ID # (if known)

Permanent Address: _____
Street City State Zip Phone

Transcript Level (s): ☐**Certificate** ☐ **Advanced Certificate** ☐ **Associate** ☐ **Bachelor**

Education Information: ☐ **Current Student** ☐ **Graduated *** ☐ **Did not graduate *** *Years of Attendance: _____

Other Information (optional but helpful): Date of Birth: _____ Social Security #: _____

Authorization to release transcript : – **I authorize issuance of my transcript as indicated below.**

_____
SIGNATURE (REQUIRED) Date Daytime phone where you may be reached in case of questions

Quantity: _____ ☐ **MAIL** to: _____
($10.00 each) (Official)
Address: _____
_____
_____

Quantity: _____ ☐ **FAX or E-Mail** to: _____
($10.00 each) (Unofficial/Marked VOID)

Payment Instructions: _____ Transcripts x $10.00 each =
Order and pay for transcript online through the Matrix portal under "Fees," or Amount Due: $_____
Make checks payable to: International College for Christian Studies
This form must be sent in (or emailed) to receive any transcripts not accessed through the online student portal.

Disciples Making Disciples Who Make Disciples