

Official Transcript

Alumni checkbox

Your account must be cleared of all holds before your request can be processed. Submission of this form incurs a \$5 fee and will not be processed without payment information below. Please allow two (2) weeks for processing.

The Family Educational Rights and Privacy Act (FERPA) protects your educational records. In compliance with this law, The King's University requires a signed, written request to release your transcript to you or another party. Unofficial transcripts can be obtained in your Student Portal and do not incur a fee.

Student Information

Form fields for Student Information: First Name, Middle Name, Last Name, Former Name, Social Security Number, Date of Birth, Student ID Number, Email Address, Cell Phone, Address, City, State, Zip Code, Approximate Dates of Attendance, Degree Awarded.

Delivery Address for Transcript and Number of Copies

Delivery information section including mailing address instructions, recipient details (Recipient, Attention, Address 1, Address 2, City, State & Zip Code), and Number of Copies.

Payment Method

Payment method options: Check Payable or Money Order payable (The King's University), Credit Card, Standard Shipping, In Person Pick-Up (Delivery Address required), 1-2 Day Shipping (up to \$50.00).

I authorize The King's University to charge (amount in U.S. dollars) \$____.00 and overnight shipping up to \$50 (if applicable) to the following credit card account:

Credit card information fields: Type of Card (Visa, Master Card, Discover, Amex), Credit Card Number, Expiration Date (mm/yy), CVC.

Credit Card Billing Address

Credit card billing address fields: Address, City, State, Zip Code, Signature (required for release of records), Date.

Office Use Only

Office use tracking fields: Date Received, SA Notified, Cleared, OR Processed, Mailed On.