

Concordia College Transcript Request Procedures

How do I order a transcript of my academic record?

Requests can be submitted in person, by mail, or online.

A request for an official transcript must include:

- **all** applicable names,
- last four digits of social security number
- date of birth
- complete address
- student's signature
- dates of attendance
- current addresses
- complete college or university address to which the transcript should be sent.

How much does it cost?

Fees

\$10.00 fee for each transcript

\$30.00 fee to send transcript overnight

Transcripts cannot be produced for students that have a financial obligation to Concordia. The transcript fee should be paid in the Business Office.

Can someone else pick up an unofficial or official transcript for me?

Yes. If someone else is picking up the transcript they will need:

- picture ID
- letter authorizing them to pick up the transcript
- telephone number in case there is a question regarding the request.

Does Concordia provide same-day pickup for transcripts?

Yes the cost is \$30.00

How long does it take for a transcript to get to a destination?

We suggest that students allow three days for the transcripts to be processed but most requests are completed within the three working days of their receipt. Allow one week for the transcript process if it is at the end of the semester or after graduation.

How can I check on the status of my transcript request?

You may check on the status of your transcript via telephone by calling (334) 874-5700 ext. 19715.

How do I order my transcript?

All requests can be sent to one of the following:

US Mail:
Concordia College Selma
Attention: Registrar's Office
1804 Green Street
Selma, AL 36701

Email:

transcripts@concordiaselma.edu

(go to Concordia College Website to email) www.Concordiaselma.edu

Fax:

334-526-9257