



CHRISTENDOM
COLLEGE

Official Transcript Request

To request an official transcript, please mail the completed form to the address below:

Office of the Registrar
Christendom College
134 Christendom Drive
Front Royal, VA 22630

The fee is **FIVE dollars** per transcript. **All requests must include your signature.** The normal time for processing a transcript request is within seven days of receiving this form. A processing time longer than seven days is possible during peak times for the registrar (August/January registration and May graduation). All transcripts are sent by first-class mail. No transcript will be released if you are not in good financial standing with the college.

Full Name: _____

Name while enrolled (if different): _____

Contact Email: _____

Contact Address: _____

Last semester attended: _____

Send transcript to (**please supply FULL mailing address**): _____

____ Number of copies

____ Hold for current grades

____ Send now

____ Hold for posting of degree

Signature: _____

Date: _____

FOR OFFICIAL USE ONLY

Date Received: _____ Date Sent: _____ Amount paid: _____