# Transcript Request Process

Office of Graduate Admission and Student Services 708-209-4093 fax 708-209-3454

PLEASE READ CAREFULLY!

* + You are responsible for submitting all official, sealed academic transcripts from institutions where degrees were earned.
  + Please verify the transcript request policy with the registrar’s office for each university or college attended. Universities and colleges often have their own forms and procedures for requesting this information. This form is provided for your convenience; do not send this form to Concordia.
  + If you received a degree from a foreign institution any international transcripts must be evaluated by a Concordia-approved international credentialing service. Please request a foreign transcript evaluation from one of the following: ECE (Educational Credential Evaluators), WES (World Education Services) or AACRO (American Association of College Registrars and Admission Officers).
  + If you would like to verify receipt of your transcripts, please contact the Graduate Admission Office 10 to 14 days after requested at 708-209-4093.

Applicant Name and Current Address

Name: z

Street Address: x

City: State: Zip: z

Daytime Phone: Evening Phone: z

Pursuant to provisions of the Federal Family Educational Rights and Privacy Act of 1974, (Public Law 93-380), I grant permission for the release of my academic record to the individual party, but only on the condition that he/she will not permit any other party to have access to this record.

Signature: x

### Student Information

SSN/ID Number: Date of Request: x

Current Enrollment Status: Currently Enrolled Not Currently Enrolled

Year Last Attended:

Maiden or Previous Name:

**Please Mail Sealed Transcripts to:** Concordia University Chicago

Office of Graduate Admission & Student Services 7400 Augusta Street

River Forest, IL 60305-1499