

Request for Official Transcript



Instructions

Please complete form and mail to your university (college) registrar. Transcript should be mailed to **Concordia University, Office of Graduate Admission, 4090 Geddes Road, Ann Arbor, MI 48105**. This form may be duplicated as needed.

Section 1.

Please type or print in ink.

Last Name	First	Middle	Former Name (if any)
-----------	-------	--------	----------------------

Permanent Address (Number and Street or Rural Route, Box Number, etc.)

City	State	ZIP Code
------	-------	----------

Social Security Number: - -

Birth Date: - -

Institution Attended

Institution Address	City	State	ZIP Code
---------------------	------	-------	----------

Dates Attended	Expected Graduation Date
----------------	--------------------------

Please mail a copy of my transcript to: **Concordia University
Office of Graduate Admission
4090 Geddes Road
Ann Arbor, MI 48105**

Section 2.

Signature _____ Date ____ / ____ / ____

In order for a transcript to be an official document it must be received directly from the issuing institution, bear the school's seal, date, and an appropriate signature. If it does not meet these requirements it will not be considered official and will be rejected for permanent use.

Office of Graduate Admission

4090 Geddes Road, Ann Arbor, MI 48105 • Toll Free: (888) CUAA-EDU • (734) 995-7521 • Fax: (734) 995-4610 • www.cuaa.edu • graduate.admission@cuaa.edu