

Carolina University of Theology

Transcript Request Form (Type information directly into form)

In requesting transcripts: The Family Educational Rights and Privacy Act of 1974 (FERPA) requires that all transcript requests received by mail or fax be signed and dated **by the person to whom the record belongs. Telephone requests CANNOT be accepted.** There is a limit of ten transcripts per request. Upon receipt of the request, official transcripts are normally processed within seven business days. University policy prohibits issuing transcripts (official or unofficial) to any student indebted to the University. The issuance of partial transcripts is also prohibited. There are a variety of ways to request an official transcript.

Current and Recent Students: Students who have attended Carolina University of Theology within the last five years may request an official transcript online at cutofnova.org or fax in the transcript request form to (703) 791-8263. This is the preferred method, and most efficient way, of requesting an official transcript.

By Fax or Email Request: Complete this form along with a Credit Card Charge Form and fax to (703) 791-8263, or email to cutrecords@cutofnova.org Attn: Office of Student Records. If paying for transcript through University online store, please email or fax this form and e-mail receipt of online payment.

Please be advised that it will take up to 7- 10 business days to process your request.

Former Students: Students not enrolled at Carolina University of Theology over the past five years may order transcripts online at cutofnova.org or fax in the transcript request form to (703) 791-8263. This is the preferred method, and most efficient way, of requesting an official transcript.

By Fax or Email Request: Complete this form along with a Credit Card Charge Form and fax to (703) 791-8263, or email to cutrecords@cutofnova.org Attn: Office of Student Records. If paying for transcript through University online store, please email or fax this form and e-mail receipt of online payment.

Please be advised that it will take up to 7- 10 business days to process your request.

Transcripts may be requested in person by visiting the Office of Student Records during office hours, by appointment Tuesdays – Thursdays 12:00 pm – 4:00 pm, and presenting photo identification.

Office of Student Records, 14654 Joplin Road, Manassas, VA 20112, Suite 213, Fax: (703) 791-8263;
cutrecords@cutofnova.org

Unofficial Transcripts: Current students may obtain an unofficial transcript by contacting cutrecords@cutofnova.org with completed request form.

Note: Transcript requests are not processed if you have outstanding financial obligations to the University. If you received a message after ordering your transcripts that indicates you have a hold on your transcripts, please contact Office of Student Records via email at cutrecords@cutofnova.org

PLEASE PROVIDE ALL REQUESTED INFORMATION.

Transcripts will not be issued to any student with a delinquent or past due tuition account. Cost of Transcripts per copy is \$10.00; being mailed within 7-10 business days. You may opt for rush processing service for an additional \$23. You may order a same-day transcript (\$20 for a transcript, \$23 for rush, plus \$23 for special processing/overnight mailing). Rush orders—without additional add-on services—are guaranteed to be *processed* within two business days after your order completes. Each request will be processed upon receipt** and will take 7-10 business days to process. ** **Bar any special research requirements concerning student academic and financial standing with University. **Each request will be processed upon receipt** and will take 7-10 business days to process.** **

By Mail Request: Complete this form and mail to Carolina University of Theology, 14654 Joplin Road, Manassas, VA 20112, along with a check or money order, made payable to Carolina University of Theology.
By Fax or Email Request: Complete this form along with a Credit Card Charge Form and fax to (703) 791-8263, or email to cutrecords@cutofnova.org; Attn: Office of Student Records. If paying for transcript through University online store, please email or fax this form and e-mail receipt of online payment.

Student's Full Name _____
(Last, First Middle Initial)

Former Name _____

Address _____
(Provide a complete mailing address)

Social Security Number _____ Date of Birth _____

Phone Number _____ Number of transcripts requested _____ (max 10)

Email address _____

* Please complete the following information completely. Failure to complete form in full will delay the processing of your request.

DATES OF ENROLLMENT: FROM _____ TO _____

PROGRAM OF STUDY (requesting transcript for) _____

- Send transcript to the above address.
- Send transcript to the following named person whose title and address are:

- Send transcript now.
- Send transcript at the end of the present term, after Grade(s) is/are posted.

Unofficial transcript request
Student Signature _____ Date _____

(Mandatory for release of transcript.)

<i>For Office Use Only:</i>		
Date/Time Received: _____	Date Processed: _____	Date Mailed: _____
Delivery Type: <input type="checkbox"/> Standard	<input type="checkbox"/> In Person	<input type="checkbox"/> Rush (Same Day or Fax)
CUT Representative: _____		