



## Transcript Request Form

Print, **sign** and mail request to or drop-off at: Registrar's Office - 1001 E. Beltline NE, Grand Rapids, MI 49525

Transcripts will be sent within **2 business days**. Satisfactory financial status is required before transcripts are sent. Transcripts reflect a student's **entire academic record** at the university and include all courses taken and degrees earned at undergraduate and graduate levels.

### Step 1:

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

ID # or last 4 digits of SS #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Maiden/Former Name: \_\_\_\_\_

Current Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number (daytime): (        ) \_\_\_\_\_

Email Address: \_\_\_\_\_

I authorize Cornerstone University to update its records using the address and contact information above

**Legal Handwritten Signature:** \_\_\_\_\_

### Step 2: School(s) Attended: (check all that apply)

\_\_\_\_ Cornerstone University                      \_\_\_\_ GR Baptist College                      \_\_\_\_ GR Baptist Seminary  
\_\_\_\_ GR School/Bible and Music                      \_\_\_\_ GR Theological Seminary                      \_\_\_\_ **GVSU Consortium**

### Step 3: Number of Copies: \_\_\_\_\_

### Step 4: Choose one delivery option:

\_\_\_\_ Pick up at the Registrar's Office                      \_\_\_\_ Mail after current semester grades are posted\*  
\_\_\_\_ Mail as soon as possible\*                      \_\_\_\_ Mail after degree is posted\*

*Electronic copies available by ordering through [www.studentclearinghouse.org](http://www.studentclearinghouse.org)*

### Step 5: Send transcript(s) to: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*\*You are responsible to provide the correct mailing address\**

### Step 6: Payment of **\$5.00** per copy (cash, check, or money order) must be received before the transcript process can begin.

If you would like to pay with a credit card, please go to [www.studentclearinghouse.org](http://www.studentclearinghouse.org) to use the online ordering system.

We do not send email or fax copies of transcripts.

#### **Registrar's Office Use Only**

H: \_\_\_\_\_

AP: \_\_\_\_\_

MP: \_\_\_\_\_

DS: \_\_\_\_\_