



Distance Learning for the School of Education
Professional Development Courses
Transcript Request Form

4195 Administration Dr., Berrien Springs, MI 49104-0103
odl@andrews.edu Phone: 269-471-3482
*Mail completed form to the above address –
or fax to: 269-471-3362

Required Student Information

Please use dark ink

DATE: _____

Name: _____			DOB required, social security optional
First	Middle	Last	
Former Name: (if any) _____			Student ID (if known) _____
Street Address _____			DOB: _____
City	State	Zip	Social Security #: _____
Required Signature: _____			Phone Number: _____
			Email Address: _____

Type of Request and Processing

Transcripts for those that took Professional Development Courses with the SED at AU are \$10.00 per copy. Unofficial are n/c

FAX REQUEST (unofficial only)

ATTN: _____

Fax Number: _____

MAILING REQUEST

To student mailing address above _____ (number of copies)

- Regular US mail Priority mail
 Overnight Mail Unofficial mailed

To Address indicated below _____ (number of copies)

- Regular US mail Priority mail
 Overnight Mail Unofficial mailed

Recipient: _____

Address: _____

City, State, Zip _____

*E-transcripts now available by going to the Student clearinghouse site at <https://www.studentclearinghouse.org>

THERE IS A MINIMUM PREPARATION PERIOD OF 5 BUSINESS DAYS ON TRANSCRIPT PROCESSING. Transcripts are generally processed Monday through Wednesday. If you pay by check please made your check payable to "Andrews University."

THERE IS A \$10.00 PER TRANSCRIPT FEE

OTHER OPTIONAL FEES:

Priority Mailing and handling: \$15.00
Overnight Mailing and handling: \$25.00

YOU MAY FAX YOUR REQUEST WITH CREDIT CARD INFORMATION TO: 269.471.3362

_____ #transcripts ordered x10.00 = _____

Regular USPS mailing = FREE

Priority mailing x 15.00 _____

Overnight mailing x 25.00 _____

TOTAL for this request _____

_____ Credit Card Number

_____ CC Type

_____ Expiration Date

_____ Authorized Signature