1. Transcript requests must include the signature of the person whose record is being requested. Please complete this form and mail, email or fax it to the CDSP Registrar’s Office.

   By Mail: Elly Rhee Registrar
   Church Divinity School of the Pacific
   2451 Ridge Rd., Berkeley, CA  94709-1217

   By Email: registrar@cdsp.edu
   By Fax: 510-295-2560

2. Please indicate the type of payment. The fee is $5.00 per transcript for former students. Transcripts will not be sent without payment. There is no charge for currently enrolled students.

   Method of Payment: check – payable to CDSP (mailing address above)
   credit card*: type ( Visa or MasterCard)
   CC # * Expiry Date 
   Billing Address: 
   Name as it appears on CC 

   * Do not email credit card information. Please provide such information to the Registrar by phone (510-204-0731), by surface mail, or fax.

3. Please indicate the number of transcripts and where they are to be sent.

   To an institution or agency: Number: _____
   Name of Institution: 
   Department or Person: 
   Address: 
   City, State, and Zip: 

   To me: Total number: ________ Official:_________ Unofficial:_________
   Official transcripts mailed to students will be enclosed in a sealed envelope.
   Unofficial transcripts will be marked “Issued to Student.”

   For Current Students: Please send the transcript now OR hold request for final grades/degree

Signature of the Person Making the Request is Required: ___________________________ Date: ____________

   Contact information required:
   Name: ____________________________
   Address: ____________________________
   City, State, and Zip: ____________________________
   Telephone Number: ____________________________
   Email address: ____________________________

For further information, contact the Registrar at the above address, by telephone (510-204-0731), or by e-mail (registrar@cdsp.edu).