TRANSCRIPT REQUEST FORM

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

By Mail: Mary McChesney-Young, Registrar
Church Divinity School of the Pacific
2450 Le Conte Ave.
Berkeley, CA 94709-1217

By Email: registrar@cdsp.edu

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 (510-204-0714) or by surface mail.

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 (510-204-0714), or by e-mail (registrar@cdsp.edu).