

Colorado Christian UNIVERSITY

Transcript Request Form

Send requests to:
Colorado Christian University
Attn: Service Central
8787 W. Alameda Avenue
Lakewood, CO 80226
303-963-3241 Fax

PLEASE PRINT

Student's Name: _____
First Initial Last Maiden

Current Address: _____
Street City State Zip

Student# or Social Security#: _____ E-Mail: _____

Today's Date: ____/____/____ Dates of Attendance: _____ OR Current

Student Signature: _____ Phone Number: _____

Transcripts are normally processed within five business days; however, **incomplete forms will cause delay**. An e-mail will be sent within 48 business hours to verify that a transcript request has been received and is being processed. Transcripts are \$5.00 for normal processing and \$20.00 for rush orders. Rush order options are immediate pickup or FedEx shipment within 24 hours. A second mailing of a transcript due to mishandling by the US Postal Service or the receiving party will require a new request form and fee. Transcripts will not be released to currently enrolled or former students who have not paid their college bills in full or who are delinquent in their loan repayments.

Check all that apply: Regular Processing Rush Processing
 Send Now Hold for Degree Hold for Grades to be Posted First

Payment Type: American Express Check
(**Visa not accepted**) MasterCard Discover Cash
Card Number: _____ -- _____ -- _____ -- _____
Expiration: _____ / _____ Security Code: _____
(Unique 3 or 4 digit code on back of card)
Name on Card: _____

There is a 2.5% convenience fee for using a credit card payment, which will be added onto the total amount charged. For example, a \$5.00 transcript fee will result in a \$5.13 total charge to your credit card.

Service Central Use Only

Rush Processing Type:
 FedEx Immediate Pickup

FedEx Tracking Number:

Credit Card Transaction ID:

of Transcripts to be sent: _____

Name and Address to send to:

of Transcripts to be sent: _____

Name and Address to send to:

Service Central • 8787 West Alameda Avenue • Lakewood, CO 80226

RegistrationSupport@ccu.edu • P: 303.963.3230 • 800.44.FAITH Ext. 3230 • F: 303.963.3241