



Requests for release of a transcript must be in writing and contain an original signature. Transcripts are NOT released if the request is by phone or e-mail. Former students must send a written request or fax that contains the following information:

- **your full name**
- **address**
- **dates of attendance**
- **name and address to which transcript will be sent**
- **number of copies**
- **your signature**

Requests from students/former students with unmet financial obligations in the business office will not be honored until the obligation is met.

Current students must use the STUDENT INFORMATION REQUEST FORM in the Registrar's office.

The transcript can be provided to the student/former student or mailed directly to a third party. The transcript will be provided along with a cover sheet. A copy of the cover sheet is attached to the request and maintained in the student's file.

One week should be allowed for preparation of a transcript. It is rare that transcripts can be provided on demand. Transcripts must be pre-paid. There will be no credit or invoicing.

Current students (those enrolled in a class in the last academic year) are not charged for transcripts. Recent alums (those who graduated in the last academic year) are not charged for transcripts. Transcripts for all other former students/alums are \$10 for the first copy and \$2 for each additional copy requested at the same time. Payment must accompany mailed transcript requests.

Transcripts are printed on safety paper, which cannot be altered and will show the words COPY when copied. The back of the transcript includes a key explaining the grading system, transfer hours, etc. The key includes a seal and signature. An original signature and seal are not required/provided unless specifically requested.

Mail transcript requests to:

Lexington Theological Seminary
Registrar's Office-Transcripts
230 Lexington Green Circle, Suite 300
Lexington, Kentucky 40503