

# Request for Official Transcript



CONCORDIA UNIVERSITY  
Ann Arbor, Michigan

## Instructions

Please complete form and give to your high school counselor or university (college) registrar. Transcript should be mailed to **Concordia University, Office of Admission, 4090 Geddes Road, Ann Arbor, MI 48105.**

## Section 1.

Please type or print in ink.

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ Jr. (etc.) \_\_\_\_\_

Permanent Address (Number and Street or Rural Route, Box Number, etc.) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Social Security Number:    -   -

Birth Date:   -   -

Institution Attended \_\_\_\_\_

Institution Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Dates Attended \_\_\_\_\_ Expected Graduation Date \_\_\_\_\_

Please mail a copy of my transcript to: **Concordia University  
Office of Admission  
4090 Geddes Road  
Ann Arbor, MI 48105**

## Section 2.

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

In order for a transcript to be an official document it must be received directly from the issuing institution, bear the school's seal, date, and an appropriate signature. If it does not meet these requirements it will not be considered official and will be rejected for permanent use.