

Antioch University Seattle
 Center for Continuing Education
 Continuing Education Transcript Request Form



Transcript requests must be made in writing to protect your privacy.

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| <p>Be sure to include:</p> <ol style="list-style-type: none"> 1. A list of courses and course dates you expect to be on the transcript 2. Names and addresses where you want transcripts sent | <p>Send your request to: Antioch University Seattle ATTN: Cont. Ed. Transcripts 2326 Sixth Ave. Seattle, WA 98121 Fax: 206-268-4242</p> | <p>Transcript Fee: \$7 per transcript for regular processing (two to four weeks) \$15 per for rush processing. Includes one transcript. \$7 for each additional transcript.</p> |
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 Name

 Signature for Release of Records

 Address

 City, State, Zip

 Social Security Number

 Daytime Telephone with Area Code

Transcript 1:

Transcript 2:

 Office/Business Name

 Office/Business Name

 ATTN to:

 ATTN to:

 Address (complete)

 Address (complete)

 City, State, Zip

 City, State, Zip

Please list current courses on the back
 We will hold your transcript request until all listed courses are posted.

Important:

- You can request a transcript at any time. Please note that it can take up to four weeks for an instructor to post grades to your record from the date she or he receives completed coursework.
- Antioch does not award letter grades. Only credits granted will be posted.
- Transcripts are cumulative of all classes taken through Continuing Education.
- Antioch does not fax transcripts or send them by overnight/express mail.
- Antioch will not release a transcript if you owe Antioch any fees.
- All transcripts are official.

For administrative use only:
 GL Account # 01030-3340

Date Processed _____