



# Church Divinity School of the Pacific

## TRANSCRIPT REQUEST FORM

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

By Mail:  
 Elly Rhee, Registrar  
 Church Divinity School of the Pacific  
 2451 Ridge Rd.,  
 Berkeley, CA 94709-1217

By Email:  
[registrar@cdsp.edu](mailto:registrar@cdsp.edu)

By Fax:  
 510-644-0712

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 fax or email credit card information. Please provide such information to the Registrar by phone (510-204-0731) 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:** Number: \_\_\_\_\_ Official \_\_\_\_\_ or 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 (510-204-0731), or by e-mail ([registrar@cdsp.edu](mailto:registrar@cdsp.edu)).