

Request Transcript

Directions:

1. Print out this page to send to us.
2. Fill out the entire form. Please print.
3. Stamp and mail with payment to:

Coleman University Transcripts
8888 Balboa Avenue
San Diego, CA 92123-1506

Transcripts Request Form

Your Name: _____
City, State: _____ Zip: _____
Email: _____
Dates of Attendance: _____ to _____
Day Phone: _____
Evening Phone: _____
Social Security #: _____

Choose one of the following delivery options:

1. Mail to address indicated above: _____
2. Pick-up at: San Diego: _____ San Marcos: _____
3. Mail to following address:

Name: _____
Address: _____
City, State: _____ Zip: _____
Signature: _____
Date: _____

Important: It is your signature which releases your transcript. Therefore you must print out, sign, and mail the above form to Coleman University to initiate the transcript request.

Please Note: The turn-around time on Official Transcripts may be up to five business days. Grades must be posted by Instructors before all grades can be shown on your transcript. A fee of \$5.00 must be submitted to Coleman University Transcripts (make out checks and money orders to *Coleman University*) for each Official Transcript requested. A "rush" transcript is \$10.00.

Unofficial Transcripts may be obtained from the front desk or Student Services upon in-person request.