DIVINE WORD COLLEGE
TRANSCRIPT REQUEST

Transcript information: *Official transcripts of courses taken at other education institutions which have been presented for admission or evaluation purposes become part of the student's permanent record in the Registrar's Office and are not reissued or copied for distribution. Transcripts from other institutions, if needed, should be obtained from the institution in question. Upon leaving the college, the first transcript is free; each additional copy is $5.00. Fill out the request form for each address. No transcript will be sent unless all financial obligations, including transcript fees, have been satisfied. Pursuant to the Family Educational Rights and Privacy Acts (FERPA) of 1974, these records cannot be released to any other party without the written consent of the student. You may request an official transcript by mailing this form or a handwritten letter to the Registrar's Office, Divine Word College, 102 Jacoby Drive, Epworth, Iowa 52045.*

Name: _____
Last name *First name* *Middle name*

Address: _____
Street *City* *State* *Zip code*

Social Security Number: _____ - _____ - _____

Dates of Attendance: _____

If attended under a different name, please provide the full name _____

Where would you like the transcript sent (please make sure the address provided is accurate).

_____

_____

Number of copies of transcript requested: _____ *(Upon leaving the college, the first copy requested is Free. Each copy after that is $5.00. Make check out to "Divine Word College".)*

Any additional information (i.e. check payment details, personal information)

_____

Divine Word College
102 Jacoby Drive SW
PO Box 380
Epworth, Iowa 52045