

# Concordia University, St. Paul: Transcript Release Form

**Notice to Institution Records Office:** This is a request for official transcripts on behalf of a former student of your institution. Information needed to process this request can be found below.

**Please return official transcript materials to:**

Concordia University, St. Paul  
C/O Wiley Education Services  
851 Trafalgar Court, Suite 420 West  
Maitland, FL 32751

*Or email using a secure service to transcripts@csp.edu*

**If you cannot process this request, please contact the Transcript Office at 502-719-6417**

## APPLICANTS PLEASE COMPLETE ALL INFORMATION BELOW:

### TRANSCRIPT RELEASE AUTHORIZATION

*I authorize my official transcripts to be sent to Concordia University, St. Paul C/O Wiley Education Services and allow any necessary follow-up, including the release of non-directory information, to acquire official transcripts from each of the institutions listed below.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Legal Name: \_\_\_\_\_  
*First Middle Last Former Name(s)*

Permanent Address: \_\_\_\_\_  
*Street City State Zip*

Date of Birth: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Social Security Number \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**1. Previously Attended Institution:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
*City State Zip*

Dates Attended from: \_\_\_\_\_ to: \_\_\_\_\_ Program Seeking/of study: \_\_\_\_\_

Student ID Number: \_\_\_\_\_ Degree(s) Earned: \_\_\_\_\_

**2. Previously Attended Institution:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
*City State Zip*

Dates Attended from: \_\_\_\_\_ to: \_\_\_\_\_ Program Seeking/of study: \_\_\_\_\_

Student ID Number: \_\_\_\_\_ Degree(s) Earned: \_\_\_\_\_

**3. Previously Attended Institution:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
*City State Zip*

Dates Attended from: \_\_\_\_\_ to: \_\_\_\_\_ Program Seeking/of study: \_\_\_\_\_

Student ID Number: \_\_\_\_\_ Degree(s) Earned: \_\_\_\_\_

**APPLICANTS:** Please send your signed and completed form via fax to 1-270-387-1738 or email to transcripts@csp.edu

*Please note:* Some institutions may require you to obtain your official transcripts directly; if this is the case, your enrollment counselor will contact you.

If you attended additional schools, please use additional copies of this form