



**Transcript Request Form**  
 Centenary College Office of the Registrar  
 P.O. Box 41188 Shreveport, LA 71134-1188

I.D. Number (SSN) \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_  
 (Any names maiden or divorced you have had) \_\_\_\_\_

Daytime telephone \_\_\_\_\_ Email \_\_\_\_\_

I was last enrolled at Centenary  
 Current    Fall \_\_\_\_\_    Spring \_\_\_\_\_    Module \_\_\_\_\_    Summer \_\_\_\_\_    MBA \_\_\_\_\_

Degree Earned \_\_\_\_\_ Year Conferred \_\_\_\_\_

**Signature** \_\_\_\_\_

Send Transcript To: (Print Complete Address)

Permanent Home Address

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Number of Copies** \_\_\_\_\_

Request needing the following information should be made during final exams.

Send when **current grades recorded** (End of semester)

Send when **degree recorded** (End of semester)

**All requests require 2 to 3 working days to process. There are special times such as the end of the semester, registration, etc. during which processing takes longer. We process all transcript requests as soon as possible in the order in which we receive them.**

**Transcript(s) needed for:**

Transfer to another college

Summer/concurrent Enrollment

Graduate study

Other

Employment/certification

Students requesting transcripts sent to them for another school may request them in **Signed Sealed Envelopes**.

Office use only

**Business Office Signature Required** \_\_\_\_\_

Transcripts cannot be released with out standing financial obligations. Request will be kept on file for 30 days. New request required if outstanding balance not cleared in 30 days. Transcripts cannot be released with a hold on your record.

Issued by \_\_\_\_\_

Date \_\_\_\_\_

Mailed

Picked up