

# Kentucky Christian University Transcript Request

Allow 2 weeks for processing. Requests *will not* be processed without payment. Transcripts will be withheld if you owe KCU money/property or if defaulted on Perkins.

Student Name: \_\_\_\_\_ Birth date: \_\_\_\_\_  
Last First Middle MM/DD/YYYY

Former/Maiden Name: \_\_\_\_\_ Are you currently enrolled at KCU? YES  NO  Year Last Enrolled: \_\_\_\_\_

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

KCU I.D. **OR** Social Security Number: \_\_\_\_\_ Year of Graduation: \_\_\_\_\_ Program of Study: \_\_\_\_\_

Daytime Telephone Number: ( \_\_\_\_\_ ) - \_\_\_\_\_ Email: \_\_\_\_\_

By signing below I authorize KCU to release my academic information and agree to any and all conditions outlined on this request form. FEDERAL LAW REQUIRES SIGNATURE (AND DATE) BEFORE TRANSCRIPT CAN BE RELEASED. Please *handwrite* and date this form.

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

**Student is responsible for correct address of recipient of transcript. Please use additional forms if there are more than 2 addresses.**

Send   #   transcripts to:

\_\_\_\_\_  
**Organization**

\_\_\_\_\_  
**Attn:**

\_\_\_\_\_  
**Street**

\_\_\_\_\_  
**City State Zip**

Send   #   transcripts to:

\_\_\_\_\_  
**Organization**

\_\_\_\_\_  
**Attn:**

\_\_\_\_\_  
**Street**

\_\_\_\_\_  
**City State Zip**

Each Transcript is \$5. USPS Priority Mail Express is \$30. Transcript fees are nonrefundable. Pay Online: <https://www.kcu.edu/campus-offices/registrar/transcript-request/>

Online Payment  Cash  Check  Money Order

**Mail form to: Kentucky Christian University, Office of the Registrar, 100 Academic Parkway, Grayson, KY 41143  
Fax: 606-474-3189 Email: registrar@kcu.edu**

Office Use: Received: \_\_\_\_\_ Sent: \_\_\_\_\_ Holds: Financial Aid Perkins Student Services Unpaid Account Paid: ONL CASH CHK MO