CENTRAL CHRISTIAN UNIVERSITY

TRANSCRIPT REQUEST

All obligations to the University must be cleared before transcripts may be released. If this form is not filled out in its entirety or is unclear, delays may result. If faxing in this request, do not write outside the borders of this form as information may be cut off by the fax machine.
No Personal Checks Will Be Accepted for Payment as of March 1st, 2016. If mailing, enclose money order or cashier's check.

Fax Form To: 407-290-1609 ATTN: Registrar's Office	**E-mail Form To:** Central@ccuusa.com	**Mail Form To**: Central Christian University ATTN: Registrar's Office 5503 N Hiawassee Rd Orlando, FL 32818

Cost per (1) Transcript - **$65.00**
Shipping Cost
Regular Mail - No Charge | *****Express Mail - $21.99** per address | *****Priority Mail - $5.75** per address
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Please PRINT using black ink or TYPE the information in spaces below:

Last Name_____   First Name_____   MI_____

Other Names used _____

Social Security Number_____-_____-_____   Date of Birth _____

Current Address _____

City_____State_____Zip_____ Contact Number (_____)_____

Dates attended _____to_____ CCU Campus attended _____

Number of transcript(s) requested _____   Email Address _____

☐ Please mail to **Home Address** above_____(how many?)   ☐ Regular Mail   ☐ Priority   ☐ Express

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ATTN:_____   ATTN:_____
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City_____State_____Zip_____ Regular Mail   City_____State_____Zip_____ ☐ Regular Mail
☐   ☐ Priority   ☐ Express   ☐ Priority   ☐ Express

☐ If currently enrolled at CTC, do you want the transcript held for current grades?
List classes or end date _____

☐ Hold for completion of military/civilian evaluation being completed? Expected completion date: _____

☐ Hold for CCU graduation? Date of CCU graduation? _____

_____   _____
Signature for release of transcript   **Date**

Transcripts are normally mailed out within 5-8 business days after requests are received, not including weekends, holidays, or Fridays.
Use section below only for Express or Priority (regular mail is No Charge) Signature is needed below to run credit card.

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