



# CALIFORNIA GRADUATE SCHOOL OF THEOLOGY

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## DOCUMENT REQUEST FORM

Please complete this form and remit to the Office of Administration along with the processing fee.

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_  
(Last) (First) (Middle)

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Program: \_\_\_\_\_  
mm dd yyyy (ex: E.S.L., B.A.R, M.A.R., M.Div., D.Min., Other)

Home Address: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ E-Mail: \_\_\_\_\_

### Delivery or Pick-up Method (Select one)

I request my official records to be released to the following school/institution. (Or mail to the address above.)

Name & Address: \_\_\_\_\_

\_\_\_\_\_

I authorize (write the name of person) \_\_\_\_\_ to pick up my records.

I will pick it up. Pick-up Date: \_\_\_\_\_

### Processing Fee

Item	No. of Copies	Method		Subtotal
		Regular*	Rush**	
Official Transcript		\$20.00	\$30.00	\$
Enrollment Confirmation		\$20.00	\$30.00	\$
Graduation Confirmation		\$50.00	\$75.00	\$
Legal Document/Letter		\$50.00	\$75.00	\$
I-20 Renewal/Extension		\$100.00	\$150.00	\$
I-20 Replacement		\$25.00	\$35.00	\$
Delivery		\$5.00	\$30.00(Express***)	\$
<b>Total Amount Due</b>				<b>\$</b>

\* Regular: Processed within 3 business days, \*\*Rush: Processed within 12 hours, \*\*\*Express: overnight

**(Make a check payable to "California Graduate School of Theology")**

I hereby authorize an official copy of my school document to be released by California Graduate School of Theology.

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

### OFFICE USE ONLY

Processed by	Process Date	Payment Method
		<input type="checkbox"/> cash <input type="checkbox"/> credit card <input type="checkbox"/> check (#        )