



Center for Continuing Education

Official Continuing Education Transcript Request Form

Please fill out this form completely and mail to Antioch University Seattle, CE Transcripts, 2326 Sixth Ave., Seattle WA 98121-1814 or fax to 206-268-4115.

We do not offer unofficial transcripts, or faxed transcripts. Usual processing time for regular transcripts is 7-14 days. Rush processing is 1-2 business days. (These time estimates are based on all credits posted before the time of request.) All transcripts, including Rush orders, are mailed first class via US Postal Service.

of regular transcripts ____ at \$7.00 each = \$ ____
of rush transcripts ____ (see cost below) = \$ ____
First rush transcript is \$15.00; additional copies ordered at the same time are \$7.00 each.
Total amount enclosed \$ ____

Previous or Maiden Name _____

Name: _____
LAST FIRST MIDDLE INITIAL

Address: _____

City: _____ State: _____ Zip: _____

Email address(es): _____

Phone numbers: Work _____ Home _____ Cell _____

Social Security Number: _____

Signature for release of records: _____ Date _____

To ensure a complete transcript: 1) If you have completed any courses within the last four months, list the course title, course number, and completion date in this box (or on the back of this form). We will wait to issue your transcript until all pending course credits are posted. 2) If no courses were completed in the past few months, please list your most recent courses and their approximate completion dates.

Deadline, if applicable _____

Please send official transcripts to:

Transcript 1:

Office name _____

Address _____

City: _____

State _____ Zip _____

Transcript 2:

Office name: _____

Address _____

City _____

State _____ Zip _____

Send to self

Please choose a method of payment: Check / Money Order (enclosed)
 I authorize a one-time \$ _____ charge to my credit card (VISA or MasterCard):
Account Number: _____ Expiration Date: _____
Cardholder name, exactly as it appears on the card: _____
Cardholder phone and address, if different from person ordering transcript: _____