ASIA PACIFIC THEOLOGICAL SEMINARY

P.O. Box 377, 2600, Baguio City, Philippines
Tel. (6374) 442-7068, 442-6977; Fax: (6374) 442-6378

$3.00 per copy within the Philippines

$ 6.00 per copy other countries

REQUEST FOR ACADEMIC TRANSCRIPT

Student's PRINTED name and mailing address

Your Last Name ***First*** ***Middle***

_____

_____

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Please Note:

- *Transcripts are not issued until all accounts with the Seminary are paid.*
- *Normal processing time is 3-5 working days.*
- *A student's transcript includes only the academic record accumulated at APTS for previous semesters.*
- *Copies of transcripts from other institutions cannot be furnished.*

PRINT and complete all areas below to ensure proper identification

1. Degree Program _____ 2. Date of Graduation _____

3. Date of Birth _____ 4. Home Country _____

5. Total Number of Copies Requested _____ 6. Phone Number (_____) _____

7. Currently enrolled at APTS? ☐ YES ☐ NO - Last Enrollment as APTS First /_____
Trimester / School Year

Check all that apply

8. ☐ Official Copy *or* ☐ Unofficial Copy

9. ☐ Send as soon as possible *or*
☐ Hold for posting of
☐ First Tri Grades ☐ Degree Awarding
☐ Second Tri Grades
☐ Third Tri Grades

10 ☐ Please mail to ME at the above address
☐ i will **pick up** transcript
☐ Please **mail** transcript to person addressed below

_____

_____

_____

Signature _____

Date _____

Office Use Only
Approved for Release

Library Clearance _____
Business Office Clearance _____
Transcript Fee Paid _____
OR # _____
Date Sent / Returned _____

Your Transcript Request is being returned because:

( ) No Money / Insufficient Money Enclosed
( ) No Written Signature
( ) Outstanding account at APTS -
contact _____ at phone
(_____) _____ for details
( ) Need more information as follows

_____

_____

Return this form with your additional request