

# NEW TRANSCRIPT PROCEDURES

Effective November 1, 2013

*(Outdated transcript requests will be charged at the new rate and processing may be delayed.)*

## **Transcripts for Converse work since 2002 can now be ordered and received ONLINE!**

1. Current Students and Alumnae Enrolled after 2002 Transcript Request

You may now order your transcript online through Parchment. If this is your first time using the online order system, please click **Create Account** and enter the required information. Once your account is created you will be able to request transcripts online and track the status of your orders.

[https://exchange.parchment.com/send/adds/index.php?main\\_page=login&s\\_id=igDq12xqWtrGwiqw%20](https://exchange.parchment.com/send/adds/index.php?main_page=login&s_id=igDq12xqWtrGwiqw%20)

2. Alumnae Enrolled Prior to 2002 Transcript Request - Paper transcript request (attached) **PDF or E-Transcripts cannot be ordered via paper request.**

Please include payment with your form. Average processing time is 7-10 business days, but please allow 2-3 weeks during peak periods (end of term, summer, etc).

**All Transcripts are \$10.00 each** *No refunds are given for expired PDF transcripts that were not downloaded within 30 days.*

Transcripts will not be issued for persons whose **financial obligations** have not been satisfied, nor released **to/for anyone except the student**, unless officially requested in writing by the student.

--- see below -----

# TRANSCRIPT REQUEST FORM

## Course Work Completed

- Converse Undergraduate work/Degree
- Converse Graduate work/Degree

(This form may NOT be used for a Teacher Step/Math Refresher Transcript—see above.)



*Office of the Registrar*  
**580 East Main Street - Spartanburg, SC 29302**  
**864-596-9095/Fax 864-596-9202**

## Office use only

Date Rec'd:

Date Iss'd:

The average processing time for a transcript is 7-10 business days.

**Fee is \$10.00 per transcript, whether mailed or faxed. (NON-REFUNDABLE)**

Transcripts **will not be issued** for persons whose financial obligations have not been satisfied.

Completed transcript request form with credit card information may also be **SCANNED** and e-mailed as a PDF attachment to [registrar@converse.edu](mailto:registrar@converse.edu)

\_\_\_\_\_  
**Student ID#**

\_\_\_\_\_  
**Date of Birth**

\_\_\_\_\_  
**LAST NAME**

\_\_\_\_\_  
**FIRST NAME**

\_\_\_\_\_  
**MIDDLE/MAIDEN NAME**

**Please list ALL previous surnames:**




**Current mailing address:**

**Home Telephone number (+area code):**

**Cell Phone number (+area code):**

**Entrance Date:**

**Date of last enrollment:**

**E-mail Address:** *(we will contact you at this address with any questions)*

**Transcript to be processed (check one):**

- At end of \_\_\_\_\_ term
- Hold for posting of degree at end of \_\_\_\_\_ term
- As Soon As Possible

**MAIL /FAX TRANSCRIPT(S) TO: (faxed transcripts are not considered official)**

**Transcript #1:** **MUST have full address**

**Transcript #2:** **MUST have full address**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Reason:**  Graduate School  Re-Certification  Transferring Schools  Scholarship  Summer School  Other

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**PAYMENT ENCLOSED:**  Check # \_\_\_\_\_  Cash  
 (Checks made PAYABLE TO: **Converse College**)

- Visa
- Discover
- MasterCard
- Money Order
- American Express

**Credit Card #:**     -     -     -

Expiration Date: \_\_\_\_\_ Security Code (located on back of card) \_\_\_\_\_