



Transcript Request Form

To The Student:

Welch College requires an OFFICIAL high school transcript and an OFFICIAL transcript from each college you have attended. OFFICIAL transcripts must be sent from the school to Welch College. If you have obtained your GED, then an OFFICIAL transcript of your test results must be mailed to Enrollment Management.

Complete the information below and send a Transcript Request Form to each school. Some schools require a transcript fee before they will send transcripts.

Name: _____
Last First Middle Maiden

Current Address: _____

Home Phone: (____) ____-____ Cell Phone: (____) ____-____

Social Security Number: ____-____-____ Birthdate: _____, 19____

Date(s) of Attendance or Graduation Year: _____

My signature below authorizes the release of my transcripts.

Signature: _____ Date: _____

To School Official:

Please attach this form to an OFFICIAL COPY of the transcript and send to:

Enrollment Management
Welch College
3606 West End Ave.
Nashville, TN 37205