



WELCH COLLEGE

Transcript Request Form

To the Student:

Welch College requires an **official transcript** from each college you have attended. Official transcripts must be sent from the institution to Welch College.

Complete the information below and send a Transcript Request Form to each institution. Some institutions require a transcript fee before transcripts will be issued.

Name: _____
Last First Middle Maiden

Current Address: _____

Home Phone: (____) _____

Work Phone: (____) _____

Social Security # _____ Birthdate: _____, 19 _____

Date(s) of Attendance or Graduation: _____

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:

Office of Adult Studies
Welch College
3606 West End Avenue
Nashville, TN 37205
615-844-5000