

Southwestern College  
2625 E. Cactus Road  
Phoenix, AZ 85032  
(602) 489-5300  
[www.swcaz.edu](http://www.swcaz.edu)



**TRANSCRIPT (S) FROM:**

- Southwestern College
- Judson Baptist College
- Arizona College of the Bible

Date \_\_\_\_\_

**REQUEST FOR TRANSCRIPT**

Name \_\_\_\_\_ Other Names Used \_\_\_\_\_

Address \_\_\_\_\_ Telephone # \_\_\_\_\_

Soc. Sec. No. \_\_\_\_\_

My Dates of Attendance Were  
From \_\_\_\_\_ To \_\_\_\_\_  
Number of Copies \_\_\_\_\_

Transcripts are issued at a cost of **\$5.00** per copy  
(NOTE: fee subject to change at any time)

I authorize the release of my official transcript as indicated.

If you are requesting a transcript for **instant service**,  
there is **an additional \$10.00** charge for each  
Transcript request.

Signature \_\_\_\_\_

Allow **three to five working days for processing**

**Federal law requires transcript request MUST be made in writing and signed by the student** All outstanding financial obligations must be cleared  
before transcripts will be released.

Mail to:  
**(Include complete name and address of transcript recipient.)**

College Fax #: 602-404-2159

Dept \_\_\_\_\_

Name \_\_\_\_\_

Street \_\_\_\_\_

City/State \_\_\_\_\_

& Zip \_\_\_\_\_

- Send my transcript immediately  
(will not include grades for the current term)
- Hold transcript request until final grades are posted
- Hold my transcript until degree or certificate is posted
- Release my education placement file with transcript  
(Education Majors Only)
  - Unofficial Transcript

**OFFICE USE ONLY**

Rec'd by \_\_\_\_\_ ( ) No Charge \_\_\_\_\_ ( ) Amount Paid ( ) Check ( ) Cash

Date Sent: \_\_\_\_\_ ( ) Owes Signature \_\_\_\_\_ Business Officer