



## International Theological Seminary

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### Student Document Request Form

**All official documents require seven working days to process. Emergency service is available for \$15 additional payment per copy. Documents will only be sent by fax in an emergency. All charges must be paid in advance.**

Name (Last, First)	Student ID No.	Date of Birth (M/D/Yr)	Program	Year of Graduation

Description	Fee
I. I-20 Form <input type="checkbox"/> Endorsement	\$15
<input type="checkbox"/> Renew <input type="checkbox"/> New I-20	\$30
II. Transcript    Official (Mail) <input type="checkbox"/> MA <input type="checkbox"/> MDiv <input type="checkbox"/> Th.M. <input type="checkbox"/> D.Min	\$10
Student Copy <input type="checkbox"/> MA <input type="checkbox"/> MDiv <input type="checkbox"/> Th.M. <input type="checkbox"/> D.Min	\$ 8

Transcript Forwarding Address

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III. Certification of Enrolment/Attendance \$10

MA             MDiv             Th.M.             D.Min

IV. Others: \_\_\_\_\_

Date: \_\_\_\_\_ Student's Signature \_\_\_\_\_

#### Office Use Only

Total fee(s) received \$ \_\_\_\_\_ by \_\_\_\_\_

Date document(s) issued \_\_\_\_\_ by \_\_\_\_\_

Date document picked-up/sent \_\_\_\_\_