



International Theological Seminary

540 East Vine Ave. West Covina, CA 91790
(626) 448-0023 | itsla.edu

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

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 _____