

Transcript Request

You can use this form as a convenient way to obtain the required transcripts from the schools you've attended.

The Centers for Lifelong Learning must have one official transcript from each of the institutions that you have attended to complete your admission to Capital University.

Be sure to check with the schools to find out if they charge a fee for official transcripts and include that fee when you send your request form to the registrar's office at each school. Make sure you sign your name on the request.

Remember, you must sign the request and include your Social Security number or student ID number and the appropriate fee or the school will not be able to process your request.

Registrar, please send my official transcript(s) to:

Capital University
Columbus Center
for Lifelong Learning
1 College and Main
Columbus, OH 43209

Capital University
BSN-Completion Program
School of Nursing
Battelle Hall
1 College and Main
Columbus, OH 43209

Capital University
Cleveland Center
1468 W. 9th St., Ste 110
Cleveland, OH 44113

Capital University
Dayton Center
333 W. 1st St, Ste 130
Dayton, OH 45402

Name _____ Former Name _____

Address _____

Social Security or Student Number _____

Phone _____ Date of Birth _____

Graduate Yes No Date _____ Degree _____

Check enclosed for \$ _____

Signature _____

Date _____