

Commonwealth Institute of
Funeral Service
Official Transcript Request Form

Transcript fee is \$10.00 per transcript

To request a transcript from Commonwealth Institute fill out the form below and send the \$10.00 fee by money order, cashier check, or credit card authorization form. Send in this completed form with the \$10.00 fee to:

Commonwealth Institute of Funeral Service
Attn: Registrar
415 Barren Springs Dr.
Houston, TX 77090
Or
Fax it to 281-873-5232

Student Information:

Name while attending: _____

Social Security Number: _____ Phone#: _____

Email address: _____

Graduation Date –or – Date Attended: _____

Mail Transcripts to:

Your Signature: _____

Transcript will be processed during seven business days under normal circumstances unless financial clearance cannot be obtained by Commonwealth Institute or if the student is in default status. Contact financial aid office or the registrar if you have any questions about financial clearance. If you have additional questions please contact our office at 281-873-0262.