

Commonwealth Institute of Funeral Service

415 Barren Springs Dr.
Houston, Texas 77090
(281) 873-0262

Transcript Request Form

Transcript fee is \$10.00 per transcript

To request a transcript from Commonwealth Institute of Funeral Service, complete the form below and return it to the Registrar's office by one of the following:

- **Email** the completed form and signed credit card authorization to the Registrar: r.alzheimer@commonwealth.edu
- **Mail** this completed form with the \$10.00 fee by money order or cashier check to: Commonwealth Institute of Funeral Service, Attn: Registrar, 415 Barren Springs Drive, Houston, TX 77090
- **Fax** the completed form along with the credit card authorization form to 281-873-5232, Attn: Registrar

Student Information:

Name while attending: _____

Social Security number: _____

Phone number: _____

Email address: _____

Graduation date or date attended: _____

Select One: Official Transcript: _____ (With Seal) Un-Official Transcript: _____ (Without Seal) Number of Transcripts: _____

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Transcripts will be processed over **seven business days** under normal circumstances. Contact the Registrar if you have any questions, 281-873-0262.