

# TRANSCRIPT REQUEST FORM



## Oxford Summer Programme

In association with the Council for Christian Colleges & Universities

321 Eighth Street, N.E., Washington, D.C. 20002

Phone: 202.548.5201 Fax: 202.546.8914

[osp@cccu.org](mailto:osp@cccu.org)

### Instructions to Applicant:

**Please note that the Registrar at your institution may require you to use your school's form to request a transcript. If so, please discard this one.**

**Complete the information in this section and submit this form to your school's Registrar.** Remember, it can take several weeks for a transcript request to be processed and sent. Your application will not be considered for acceptance until your application fee, transcript, certification form and reference forms have been received by the Oxford Summer Programme office in Washington, D.C..

*I HEREBY AUTHORIZE the release of my transcript to the Oxford Summer Programme.*

\_\_\_\_\_  
 APPLICANT'S FULL NAME (Please Print)

\_\_\_\_\_  
 SIGNATURE

\_\_\_\_\_  
 STUDENT ID #

\_\_\_\_\_  
 INSTITUTION

\_\_\_\_\_  
 SEMESTER APPLYING FOR

\_\_\_\_\_  
 DATE

### Instructions to Registrar:

The student named above has applied for participation in the Council for Christian Colleges & Universities' Oxford Summer Programme. Before this application can be processed, the Oxford Summer Programme Office in Washington, D.C. must receive an official transcript for the applicant.

- Please forward an official transcript in a signed and sealed envelope to the address above.
- If it is near an application deadline, a copy of the transcript may be faxed to the number above before the official transcript is mailed.

Thank you for completing this request in a timely manner.

