



**Office of Registrar**  
700 N. Parker Rd  
Greenville, SC 29609  
864-678-4911

## Official Transcript Request Form

- Transcripts are \$5.00 per copy. Payment is required before request is processed.
- EI does not fax transcripts.
- Transcripts will not be issued to students who have an outstanding balance or unfulfilled obligations to EI.

### Contact Information:

Student Name: \_\_\_\_\_ Enrolled Name (if different): \_\_\_\_\_

Enrolled from \_\_\_\_\_ to \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

### Send Transcript To:

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

### Payment Information:

- If paying by credit card, please call (864) 678-4900 during business hours to provide the credit card information after mailing the transcript order.
- If Paying by check please, make check payable to: The Evangelical Institute.

### Bring your request in person or mail it to:

Office of Registrar  
The Evangelical Institute  
700 N. Parker Rd  
Greenville, SC 29609

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_