



OFFICE USE ONLY

Date received \_\_\_\_\_

By \_\_\_\_\_

## REQUEST FOR TRANSCRIPT

### ASSEMBLIES OF GOD GRADUATE SCHOOL OF THEOLOGY (AGGST)

*To Applicant: Fill in your name and address, then submit this form to the appropriate official of the last post-secondary school from which you graduated. The official is respectfully requested to complete the form and mail it with an official transcript of your academic record to AGGST, B.P. 2313, Lomé, Togo. Please note that the transcript cannot be scanned and sent by e-mail.*

\_\_\_\_\_  
Surname \_\_\_\_\_ First Name(s) \_\_\_\_\_

Permanent Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Country \_\_\_\_\_

Dear School Official:

From the Applicant

Please accept this as my formal request as a graduate or former student of your school that you send an official transcript of my academic records to the ASSEMBLIES OF GOD GRADUATE SCHOOL OF THEOLOGY. Thank you.

\_\_\_\_\_  
Date \_\_\_\_\_

Dear School Official:

From AGGST

In order to ensure that the transcript of the above applicant's academic records of work done at your school is completely official and fully informative, would you please be sure that it carries all of the following data:

1. The school's name
2. The school's mailing address
3. The student's name
4. The year(s) the student attended
5. The name of each course taken
6. The number of credits received
7. The mark received for each course
8. The signature of the school officer authorized to issue the transcript
9. The school's seal on the transcript

Besides the above data about the official transcript, we need you to answer the questions that follow under TRANSCRIPT INFORMATION. This data will provide us with the information needed to evaluate more accurately the student's work at your school. This is necessary in order for us to grant him or her admission and correct standing at AGGST based on his or her work with you. Thank you so much for your help.

## TRANSCRIPT INFORMATION

1. Name of School \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Country \_\_\_\_\_

2. What are the academic requirements for admission to your school? \_\_\_\_\_

\_\_\_\_\_

3. How many years does your program run from registration to graduation? \_\_\_\_\_

4. How many terms do  
you offer in a year? \_\_\_\_\_

How many weeks  
in each term? \_\_\_\_\_

5. How many minutes in each class hour? \_\_\_\_\_

6. Do you count holidays  
as school days? \_\_\_\_\_

If yes, how many  
each term? \_\_\_\_\_

7. What constitutes a "credit hour" at your school? (For example, one AGGST credit means the student has attended class for 2 weeks, 3 hours 45 minutes per day, for a total of 37.5 hours, producing 750 minutes in class for every credit hour.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8. How do you interpret your grading system? (For example, AGGST grades the student on a 4.0 system, in which 3.5–4.0 = excellent; 3.0–3.4 = above average; 2.0–2.9 = average; 1.0–1.9 = below average or passable; below 1.0 = failing.)

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