

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

Student Information:

Name while attending: _____

Social Security Number: _____ Phone#: _____

Email address: _____

Graduation Date –or – Date Attended: _____

Mail Transcripts to:

Your Signature: _____

Transcripts 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 or the registrar if you have any questions about this clearance. If you have additional questions please contact our office at 281-873-0262.