



Texas Bible College Transcript Request Form

Student Information

Name: _____ Maiden Name: _____
 Address: _____ SS#: _____
 _____ Date of Birth: _____
 Email: _____ Phone: _____
 Dates Attended (approx.): _____
 Church Name Where Attended ExCeLL: _____
 Church Location Where Attended ExCeLL: _____

Delivery Method

- Email Unofficial Copy To: _____
- Mail _____ Copies to: *If mailed to more than one recipient, please complete a separate form.*
(number)

Address: _____

City State Zip

Purpose <small>(check one)</small>	Special Requests <small>(check one)</small>
Transfer to Another College	Send Transcript Now
Student Copy	Send after current grades are posted
For Employment Purposes	Send after diploma is completed
Applying for Ministerial License <i>Transcript fee is waived. Date Needed:</i>	Send after incomplete grade is posted Term: _____ Year: _____

Transcripts are placed in a sealed envelope. Once the seal is broken the transcript becomes unofficial.

Student Signature

Date

Office Use Only

- Print and complete this form in its entirety – Be sure to sign the form.
- Pay the \$10.00 transcript request fee here: <https://www.tbcnow.com/donate.html>
- Submit the completed form in one of two ways:
 - Email a PDF copy to: excell.secretary@tbcnow.com
 - Mail to: Texas Bible College
Attn: Excell Dept
3900 College Drive
Lufkin, TX 75901
- *An official transcript issued directly to a student may not be accepted by a third party.*