



Texas Bible College Transcript Request Form

Student Information

Name: _____ Maiden Name: _____
 Address: _____ SS#/Student ID#: _____
 _____ Phone: _____
 _____ Email: _____
City State Zip
 Last Year Attended: _____ Date of Birth: _____

Delivery Method

- Email Unofficial Copy To: _____
- Hold For Pickup By: _____
(picture ID required for pickup – Pickup orders will be held for two weeks and then destroyed. Student will be responsible for submitting a subsequent request and payment)
- 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>
<input type="checkbox"/> Transfer to Another College	<input type="checkbox"/> Send Transcript Now
<input type="checkbox"/> Student Copy	<input type="checkbox"/> Send after current grades are posted
<input type="checkbox"/> For Employment Purposes	<input type="checkbox"/> Send after diploma is completed
<input type="checkbox"/> Applying for Ministerial License <i>Transcript fee is waived. Date Needed:</i>	<input type="checkbox"/> 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 – Sign the form at the bottom.
- Pay the \$10.00 transcript request fee by going to www.tbcnw.com and clicking on 'Online Giving' at the bottom of the screen.
- Submit the completed form in one of three ways:
 - Email a PDF copy to: academic.secretary@tbcnw.com
 - Fax to: 936-699-2600
 - Mail to: Texas Bible College
Attn: Transcript Request
3900 College Drive
Lufkin, TX 75901
- Confirm that you do not have any financial obligations to the college. An unpaid account balance will prevent the processing of your transcript request.
- An official transcript issued directly to a student is marked "Issued to Student" and may not be accepted by a third party.