



Request for Official Transcript

Office of the Registrar
628 E Kearney St
Springfield, MO 65803
Phone: (417) 268-6014
Fax: (417) 268-6694

Transcripts WILL NOT be released until ALL financial obligations to Baptist Bible College have been satisfied.

Personal Information

Full Legal Name: _____
Former Name(s): _____
Student ID or SSN: _____ Date of Birth: _____
Address: _____ Phone: _____

Last Year Attended: _____

Graduate: Yes No
Signature: _____ Today's Date: _____
(Required by Public Law 93-380)

Transcript Processing

First transcript issued for student is offered at no cost. Subsequent transcripts are **\$10** per copy. Please allow 10 working days for processing and mailing.

Official transcripts are issued directly to other institutions, employers, agencies or organizations. Copies given to students are stamped "Issued to Student" and are not considered an official copy.

Mail _____ transcript(s) to: _____
 Mail Now
 Hold until Grades or Degree is Posted.

Mail _____ transcript(s) to: _____
 Mail Now
 Hold until Grades or Degree is Posted.

Payment Information

Method of Payment <input type="checkbox"/> Credit Card <input type="checkbox"/> American Express <input type="checkbox"/> Discover <input type="checkbox"/> Master Card <input type="checkbox"/> Visa <input type="checkbox"/> Money Order/Check/Cash
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Name on Credit Card: _____
Credit Card Number: _____
Expiration Date: _____