

## TRANSCRIPT REQUEST FORM

Name of school/university\_\_\_\_\_

Please send an official copy of my transcript to:      Academic Affairs  
East Texas Baptist University  
1209 N. Grove  
Marshall TX 75670-1498

The name on my transcript is: (first, middle, last)\_\_\_\_\_ (Print or type)

Social Security Number\_\_\_\_\_

Current Address\_\_\_\_\_

City\_\_\_\_\_

State\_\_\_\_\_ Zip\_\_\_\_\_ Phone (    )\_\_\_\_\_

Other last names which may be on my transcript (maiden or previous married names) are:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dates I attended are: from: \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_

Signed\_\_\_\_\_ Date\_\_\_\_\_

### IMPORTANT NOTES IN REFERENCE TO REQUESTING TRANSCRIPT:

1. You must include the required transcript processing fee or your university will not issue a transcript.
2. For copies of transcripts to be official they must be sent directly from your university to the Office of Academic Affairs. **TRANSCRIPTS RECEIVED IN ANY OTHER WAY ARE NOT OFFICIAL.**
3. Mail (or fax if your university accepts faxed requests) to your university. **DO NOT RETURN TO ETBU, we cannot submit your request for you.**