TRANSCRIPT REQUEST – EAST TEXAS BAPTIST UNIVERSITY

Office of the Registrar FAX #: 903.923.2067

_____

Last Name First Name Middle Maiden

_____

Current Address City State Zip

_____ _____

Date or Year Last Attended at ETBU Degree Obtained

_____ _____

Cell Phone Email Address

_____ _____

Social Security Number Date of Birth

Number of Transcripts you need _____ Type of Transcript – Official _____ Unofficial_____

Please check one of the following: _____ Send transcript(s) as is. _____ Send after grades are posted.

_____ Send after degree is posted. _____ To be picked up. _____

(*If picking up indicate time & date here)*

Mail To: _____

_____

_____

Or FAX* to: _____

**** Please be aware that transcripts sent via fax are always considered unofficial!***

Signature: _____

TRANSCRIPTS

In order to comply with the Privacy Act of 1974, transcripts of credits will be supplied to all students and former students only when requested in writing. All financial obligations must be, paid in full, and loan notes current. ***Some official form of a picture I.D. is required to obtain your transcript.*** *Transcripts are free unless ten or more are requested. If ten or more are requested, a processing fee will be charged. The Registrar's office should be notified at least three business days before the transcript is needed in order to obtain the necessary approvals before the transcript copy is made. During peak times, such as registration or graduation, or the beginning or ending of a semester, the process may be delayed.*