TRANSCRIPT REQUEST – EAST TEXAS BAPTIST UNIVERSITY

RETURN FORM (& ID) TO: Office of the Registrar **registrar@etbu.edu** *fax: 903.923.2067*

****A DRIVERS LICENSE copy is required to obtain your transcript to a personal address.****

_____
Last Name First Name Middle Maiden

_____
Current Address City State Zip

_____ _____
Date or Year Last Attended at ETBU Degree Obtained (N/A if non-graduate)

_____ _____
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)*

A DRIVERS LICENSE copy is required to obtain your transcript to a personal address and for all faxes.

Include NAME of company or person to receive transcript AND complete address.

Mail To: _____

_____

_____

_____

Or FAX* to: _____

**** Please be aware that transcripts sent via fax are always considered unofficial! A copy of a Drivers License is still required.***

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.*