

Request for Transcript

Print and use this form when making a request for your Heritage Bible College transcript. Forms that are not completely filled out will result in a delay in releasing your transcript.

Your full name (name used while you were a student): _____

Your signature: _____ Date: _____

(Transcript cannot be processed without your signature)

Dates of attendance: _____ Date of Birth: _____

Your current address, telephone number and email address:

Please check the type of transcript you are requesting:

_____ Official transcript to be mailed by Heritage to another college, employer, etc. (list addresses below)

_____ Official transcript in a sealed envelope to be sent to you at the above address; indicate here how many sealed transcripts you are requesting: _____

_____ Un-official transcript for your own use

List the complete names and addresses where you need to have your transcript mailed:

1. _____ 2. _____
(Full name of college or business above) (Full name of college or business above)

(Attach additional sheet as necessary for additional addresses)

Each transcript costs \$5.00 (\$2.00 for each additional copy requested at the same time)

You can pay by cash, check, money order or credit card (Visa or MasterCard):

Total number of transcripts _____

(\$5 for 1st copy, \$2 for each additional copy = _____ total due to Heritage Bible College

Please make checks payable to **Heritage Bible College**.

If paying by credit card, we need the following information:

Type of credit card: ___ Visa ___ MasterCard; ___ credit card ___ debit card

Credit card number: _____ Expiration date: _____

Cardholder's name as it appears on the card and complete billing address:

Cardholder's signature: _____

Please mail this request form and your payment to:

Heritage Bible College

Registrar's Office

P.O. Box 1628

Dunn, NC 28335

Or, for requests paid with credit cards **only**, you can fax your request to (910) 891.1660.

Please note the following:

- Upon receipt of request, transcripts will be issued and mailed within 3 business days, unless otherwise requested.
- Transcripts will not be issued until payment is received or if you have an outstanding financial obligation with the Business Office.
- Heritage Bible College does not issue or reissue your high school or other college transcripts. You must contact your high school or other college directly for this information.
- Credits earned at Heritage Bible College are accepted by other colleges or universities for transfer at the sole discretion of the accepting college or university.