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# Birmingham Theological Seminary

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## Transcript Request Form

Transcript requests can only be made in writing with the student's signature on it. It cannot be submitted electronically. You may print this form out, fill it out and return it to BTS via mail, fax, or in person. Transcripts will not be released prior to receipt of the request fee or to accounts that are not in good standing. Official transcripts are only released to a third party. Students may request an unofficial transcript at any time by mail or e-mail..

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student Account #: \_\_\_\_\_

Check one:

- Official Transcript (issued to a third party) \$10  
 Official Student Transcript (issued to student) \$10  
 Unofficial Transcript (issued to student) No Charge

Send Transcript To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Cash: \_\_\_\_\_  Check #: \_\_\_\_\_  Credit Card # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Exp. \_\_\_\_\_  
Use of Credit Card Incurs a 4% service charge. Am. Ex. not accepted.

Student Signature: \_\_\_\_\_

Mail to:  
Registrar  
Birmingham Theological Seminary  
2200 Briarwood Way  
Birmingham, AL 35243  
Fax to: (205) 824-8407  
[www.birminghamseminary.org](http://www.birminghamseminary.org)