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# *Birmingham Theological Seminary*

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## **REQUEST FOR OFFICIAL TRANSCRIPT**

Directions for Students:

The purpose of this form is to aid you in requesting your official transcripts from educational institutions previously attended. If you are requesting transcripts from more than one institution, please make copies of this form as needed. Submit the completed form to the Registrar at your undergraduate institution, and have an official transcript sent directly to BTS. Fees may apply.

To: Registrar \_\_\_\_\_

Educational Institution: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

I am providing the following information to assist in locating my records.

Name While Enrolled: \_\_\_\_\_

Current Name (if different): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security # \_\_\_\_\_

Years of Attendance: \_\_\_\_\_ Date of Graduation \_\_\_\_\_

I hereby authorize the release of my official transcript to Birmingham Theological Seminary.

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

Student's Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Directions for Educational Institution: Please forward a copy of student's official transcript along with a copy of this form to: Birmingham Theological Seminary  
2200 Briarwood Way  
Birmingham, AL 35243