

# Eternity Bible College Transcript Request

\_\_\_\_\_      \_\_\_\_\_  
ID #                                      Date of Request

\_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_  
Last Name                              First                                      M.I.

\_\_\_\_\_   
Permanent Address

\_\_\_\_\_                                      \_\_\_\_\_                                      \_\_\_\_\_  
City    State    Zip

\_\_\_\_\_                                      \_\_\_\_\_  
Phone Number                                      Cell Number

I AM a current student.

I AM NOT a current student.

\_\_\_\_\_ # of transcripts requested (\$7.00 each)

\_\_\_\_\_ Please send immediately

\_\_\_\_\_ Please hold until end of semester.

## **MAIL TO:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **OFFICE USE ONLY:**

Paid: \_\_\_\_\_ Sent: \_\_\_\_\_

Denied Memo: \_\_\_\_\_

Student Signature (required by federal law)

We attempt to mail transcripts within one week of receiving the request. A delay of three weeks should be allowed at the beginning and end of each semester to allow time for registration activities, receipt of grades from faculty and clerical processing.

Under the provisions of Public Law 93-579, the Privacy Act of 1974, the College requires a written consent, signed by the student, before the transcripts may be sent.

**NO TRANSCRIPT WILL BE ISSUED FOR A STUDENT INDEBTED TO THE COLLEGE.**