



Transcript Request Form

Transcripts will not be released prior to receipt of the request fee or to accounts that have an outstanding balance or incomplete student files.

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 # (**not** a social security number): _____

Check one:

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

Are you transferring to another school? Yes No

Reason for transfer: _____

Send Transcript To: _____

Cash: _____ Check #: _____

Credit Card # _____ - _____ - _____ Exp. _____ CVV: _____ Zipcode: _____
Use of Credit Card Incurs a 4% service charge. Am. Ex. not accepted.

Student Signature: _____

Return to: Registrar
Birmingham Theological Seminary
2200 Briarwood Way
Birmingham, AL 35243
Email to: BTSAAdmin@briarwood.org