



Registrar's Office
 Northland Baptist Bible College
 W10085 Pike Plains Road
 Dunbar, Wisconsin 54119
 Phone: (715) 324-6900, extension 3200
 Fax: (715) 324-6133

Transcript Request

NOTE: Transcript requests are generally filled within 1 to 2 business days. At the beginning and end of the semester, more time is required. Transcripts will not be issued unless all financial obligations to the college are fulfilled. The student is responsible to notify the Registrar's Office when all financial obligations have been fulfilled.

Please Print in Black Ink

Today's Date _____

Student ID/Social Security # _____

Name _____
 Last First M

Current Address _____

City State Zip _____

Country _____

Phone number Work Home Cell
 (_____) _____

Date of Birth _____

Former Name(s) _____

Send To:

(If transcripts are to be sent to more than one address, use additional forms.)

Fax (optional): _____
 Name of institution or destination must be included with fax number.

Student Signature _____

Date _____

The Family Educational Rights and Privacy Act of 1974, as amended, requires student signature for release of transcript.

Office Use Only

Received By _____

Date _____

Request made by

Person Fax/Mail

Amount Due \$ _____

Amount Enclosed \$ _____

Check/Money Order Check # _____

Credit Card Billed _____

Enrollment Status:

- Currently enrolled
- Dates of last attendance _____

Type of Transcript Requested:

Northland provides one complimentary transcript per student.
 Additional copies cost \$5.00 per copy, payable at the time requested.

- Student Copy Number of copies _____
- Official copy Number of copies _____
 (Official copies will not be released to the student.)

Transcript to Be Used for:

- Transfer to another college or university
- Graduate School or Seminary application
- Employment
- Scholarship
- Other _____

Hold Transcript Until:

- Grade change is posted in class(es) _____
- Grades posted for semester/interim _____
- Degree posted _____

Method of Delivery:

- I will pick up on _____
(Picture ID required for pick-up.)
- Please fax transcript to the fax number listed.
 (Generally, faxed transcripts are not considered official.)
- Please mail transcript to the address listed.

Optional Services: (additional fees)

- Rush processing (same day) \$5 per transcript
- International shipping (regular mail) \$5 per address
- Overnight shipping (requires street address)
 - Domestic (U.S.) \$15 per address
 - International \$35 per address

Payment Options:

- Check or money order made payable to **Northland Mission, Inc.**
- Credit Card (Visa, Mastercard, or Discover)
 Card # _____
 Exp. Date _____ Security code _____
 (The security code is the last 3 digits on the back of the card.)

Administrative Hold (Transcript will not be sent until hold is cleared.)

- Account Balance Cleared _____
- Fees Due Cleared _____
- Other _____ Cleared _____

Shipment

- Transcript mailed _____ / _____ / _____
- Transcript issued to student _____ / _____ / _____
- Transcript faxed _____ / _____ / _____