

# SO YOU NEED A TRANSCRIPT. . .

We need your request *in writing*.

Please include your:

**NAME**

**CURRENT ADDRESS**

**DAY TIME PHONE NUMBER**

**SOCIAL SECURITY NUMBER**

**YEARS ATTENDED** (approximate)

**Did you attend under a different name?** (we will need that too)

**HANDWRITTEN SIGNATURE** (not computer generated)

***The law requires a HANDWRITTEN signature before we can process your request.***

Please include the name and address of the person/place you want to send the transcript(s).

**COST FOR TRANSCRIPTS:**

**Official Transcripts** are \$5.00

**Unofficial transcripts** are free

**Payment is due before your transcript can be released**

We accept **Visa** and **MasterCard**.

If you would like to charge the transcript fee we will need:

The **name** on the credit card

Your **credit card number**

Whether it is **MasterCard** or **Visa**

Card's **expiration date**

**Amount** to be charged

**You can fax this information to 417.833.5141 ATTN: Records Clerk**

**Or you can mail it to:**

*Central Bible College\*ATTN: Records Clerk*

*3000 N. Grant Ave. \* Springfield, MO 65803*

*Please allow seven (7) to ten (10) business days to process your request.*

***Official transcripts must remain sealed to be considered official.***

***Faxed transcripts are not considered official.***