

Transcript Request



BOB JONES UNIVERSITY
EST. 1927

Registrar's Office

www.bju.edu/transcripts

Please send completed form to one of the following:

Fax: (864) 235-6661

Email: registrar@bju.edu

Mail: 1700 Wade Hampton Blvd., Greenville, SC 29614

- Financial Services accounts must be in good standing in order for a transcript to be released.
- Transcript requests are processed within 24–48 business hours. At the beginning or end of a semester, please allow one week.
- Requests for nine or more transcripts at one time will incur a \$1 per transcript charge.

DO NOT write in this space

Date _____ By _____

Attn of _____

Attd to _____

Checked _____

Counter pickup Email SO

Please **clearly print** all information

Name _____

Last

First

Middle/Maiden (include all former names)

Date of birth _____ BJU ID# _____

Landline () _____ Cell () _____

Email address _____

Home mailing address _____

City _____ State _____ ZIP _____ Country _____

Currently enrolled at BJU? Yes No If no, last year of enrollment: _____

Check **all** applicable items

Official Transcript (sent directly to an institution, employer or agency) See address below.*

Self-official Transcript (addressed to you, an institution or agency and given to you in a sealed envelope)

Unofficial Transcript (one copy per student—photocopy as needed)

Mailed to home address

Emailed to _____

Faxed to name _____ number () _____

Counter pickup for self-official or unofficial transcripts.

Hold request form until final grades are posted: December May August

Transcript to be used for

CPA

Graduate school

Nursing licensing

Summer school

Dual enrollment

Internship

Online coursework

Teacher certification

Employment

Military

Scholarship

Transfer

Other (specify) _____

*Name and address of recipient for mailing of official transcript:

Name _____

Address _____

City _____ State _____ ZIP _____ Country _____

Transcript Authorization

Your transcript cannot be released without your signature (see section 99.30 of the FERPA regulations).

_____ Date