

# TRANSCRIPT REQUEST

Bob Jones Academy  
Greenville, SC 29614-0001

**This form is only valid for requesting a Bob Jones Academy transcript.** If you need a Bob Jones University transcript please visit [www.bju.edu/academics/transcript/](http://www.bju.edu/academics/transcript/). There is a 48-hour processing period for transcript requests. At the beginning or end of a semester, please allow one week. For transcripts to be mailed overseas, please allow three weeks. Any special request for handling may incur a processing fee.

Please Complete All Information:

Name \_\_\_\_\_  
Last First Middle/Maiden

Date of Birth \_\_\_\_\_ BJA ID# \_\_\_\_\_

Home Phone (\_\_\_\_) \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_

Check All Applicable Items:

- Official Transcript (**addressed to an institution, employer, or agency**) \* see below
- Unofficial Transcript (personal copy)

In what year were you last enrolled at BJA? \_\_\_\_\_

What is your current home address?

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

**\*Name and address of recipient of transcript (institution, employer, or agency):**

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

While it is the Academy's policy to provide free transcripts, we reserve the right to charge for large quantities or for unusually frequent requests. For personal use, one free copy of an unofficial transcript can be provided. Additional copies may be photocopied as needed.

\_\_\_\_\_  
Student or Parent Signature

\_\_\_\_\_  
Date

Mail requests for transcripts to the Guidance Office, Bob Jones Academy, Greenville, SC 29614-0001, or fax to (864) 271-7278.