



John Brown University

Transcript Request Form

Office Use Only:	
Approved By:	_____
Date:	_____
Issued By:	_____
Date:	_____
Paid:	_____

ID# _____ (if unknown please provide SS#)

SS# _____ Name _____ Date _____

Current Address: _____ Date of Birth: _____

_____ Currently Enrolled: Yes / No
If no, then Last Year Enrolled: _____

Contact Info: _____ (email or phone number)

Other names under which records could be listed [i.e. maiden name, married name(s), nickname]:



Financial Obligations to JBU must be satisfied before an Official Transcript may be issued.

Allow 2-3 business days for a transcript to be issued, EXCEPT AT THE BEGINNING AND THE END OF THE SEMESTER WHEN YOU MUST ALLOW TWO WEEKS.

CHECK THE APPROPRIATE ITEM(S) BELOW:

- Undergraduate
- Masters
- Hold Transcript for grades posted for _____ (Specify Semester or Course)
- Hold for Degree Conferred
- Mail Transcript (Enter address below)
- Hold for Pick Up
- Fax to _____ - _____ - _____ (FAXED TRANSCRIPTS ARE ALWAYS UNOFFICIAL)
Attn: _____

NUMBER OF TRANSCRIPTS REQUESTED: _____

SEND TO: _____

Signature: _____ Date: _____
(Signature required by Federal Privacy Laws)

Send this request to the Registrar's Office by one of the following methods:	
1. Scan this signed request and email to: transcripts@jbu.edu	3. Mail: JBU Registrar's Office 2000 W University St. Siloam Springs, AR 72761
2. Fax: Attn: Registrar's Office 479 524-7278	
There is no cost for unofficial transcripts. Official transcripts are \$2.00 each. We work on the "honor system" which means that if you fax or email your request to us we will process it without payment with the understanding that payment will follow by mail.	