



# Transcript Request Form

<b>Office Use Only:</b>	
Approved By:	_____
Date:	_____
Issued By:	_____
Date:	_____
Paid:	_____

ID# \_\_\_\_\_ (if unknown please provide SS#)

SS# \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_

Current Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

\_\_\_\_\_ Last Year of Enrollment: \_\_\_\_\_

Please check here if this is a permanent address and you wish for all future mailings from the university to come to you at this address.

Email address: \_\_\_\_\_

Phone # \_\_\_\_\_ Is this a home or mobile number? \_\_Home \_\_Mobile

**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:**

- Concurrent**
- Undergraduate**
- Masters**
- Hold Transcript for grades posted for \_\_\_\_\_ (Specify Semester or Course)**
- Hold for Degree Conferred**
- Hold for Pick Up**
- Fax to \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Attn: \_\_\_\_\_**
- Email to: \_\_\_\_\_ (ALL FAXES AND EMAILS ARE UNOFFICIAL)**

NUMBER OF TRANSCRIPTS REQUESTED: \_\_\_\_\_ Official \_\_\_\_\_ Unofficial

**(Overnight/24 Hour: Extra Charge. Must be paid before processing, and submitted by 11:00am)**

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](mailto:transcripts@jbu.edu)
2. **Fax:** Attn: Registrar's Office  
479 524-7278
3. **Mail:** JBU Registrar's Office  
2000 W University St.  
Siloam Springs, AR 72761

There is no cost for unofficial transcripts. Official transcripts are \$5.00 each. You can pay on our website at <http://www.jbu.edu/registrar/transcript/>. You can also mail in check/cash. 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 a payment will follow.