

ACADEMIC TRANSCRIPT REQUEST

NORTHWEST BAPTIST SEMINARY PROCESSES TRANSCRIPTS FOR THREE SEPARATE INSTITUTIONS. SELECT THE INSTITUTION FOR WHICH YOU ARE REQUESTING A TRANSCRIPT:

NORTHWEST BAPTIST COLLEGE

OKANAGAN BIBLE COLLEGE

THE JOURNEY

- ◆ Student records are confidential and any release of information must be based on written consent of the student. Transcripts will only be released based on a written, signed request. Telephone requests or any other verbal requests will not be accepted.
- ◆ Transcript Fees: Transcripts cost \$15.00 each and are normally issued within 5 working days of receipt of the written request. Any requests to expedite this process will incur an additional \$15.00 courier fee for each transcript. **PAYMENT MUST BE MADE BEFORE TRANSCRIPTS WILL BE RELEASED.**

SEND THIS FORM TO:

Northwest Baptist Seminary

Office of the Registrar

7600 Glover Road

Langley, B.C.

Canada V2Y 1Y1

Phone : (604) 888-7592

Fax : (604) 637-3212

Email : registrar@nbseminary.com

- ◆ **For online payment use the link on the Academic Transcripts page of the Northwest website – otherwise make all payments by cheque or money order made out to Northwest Baptist Seminary. DO NOT SEND CASH IN THE MAIL.**

NAME: _____ (_____)
LAST FIRST MIDDLE MAIDEN NAME IF CHANGED

MAILING ADDRESS: _____

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Please mail _____ copy(ies) of my official transcript to: Rush Order (add \$15 each)

NAME OF INSTITUTION
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NAME OF INSTITUTION
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I HEREBY AUTHORIZE THE RELEASE OF MY ACADEMIC INFORMATION AS INDICATED ABOVE:

PAYMENT: Online Cheque/MO enclosed ✕ _____

SIGNATURE

DATE

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DATE REQUEST RECEIVED:	DATE TRANSCRIPT MAILED:	PAYMENT RECEIVED: \$	SIGNATURE