

ACADEMIC TRANSCRIPT REQUEST

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

NORTHWEST BAPTIST COLLEGE or SEMINARY

OKANAGAN BIBLE COLLEGE

- ◆ 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 \$15.75 (incl. GST) each and are normally issued within 5 working days of receipt of the written request. A request to courier transcripts will incur an additional \$30.00. A request for a transcript to arrive same day* or next day* will incur an additional \$80.00 express handling charge (North America only). **PAYMENT MUST BE MADE BEFORE TRANSCRIPTS WILL BE RELEASED.** *Same day and next day arrival is not available in all areas.

SEND THIS FORM TO:

Northwest Baptist Seminary
Office of the Registrar
7600 Glover Road
Langley, B.C.
Canada V2Y 1Y1

Phone : (604) 888-7592
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: _____

PHONE #: _____

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Please mail _____ copy(ies) of my official transcript to: Courier (add \$ 30)

NAME OF INSTITUTION
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Please mail _____ copy(ies) of my official transcript to: Courier (add \$30)

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

FOR OFFICE USE ONLY			
DATE REQUEST RECEIVED:	DATE TRANSCRIPT MAILED:	PAYMENT RECEIVED: \$	SIGNATURE