

Appalachian Bible College

Office of the Registrar
161 College Drive
Mt. Hope, WV 25880

Phone: (304) 877 6428
Fax: (304) 877 5082, Attention: Registrar
Email: transcriptrequest@abc.edu



TRANSCRIPT REQUEST FORM

- Please print and complete the form below. All information is required in order for the request to be processed.
- According to Federal law, transcripts may only be requested by the person whose name appears on the transcript.
- No transcripts are issued to any student until financial obligations with Appalachian Bible College are fully met.
- Transcripts may be ordered by mail, fax, or email (email must be sent as a scanned attachment with your signature).
- Please allow at least one week during the term and two weeks at the beginning or end of a term.

Name: _____
LAST FIRST FORMER/MAIDEN NAME

Social Security (last four digits only): XXX-XX-____ Last Attended ABC: ____ / ____
MONTH YEAR

Current Address: _____ Phone: _____

_____ Email: _____

Check box if these are Dual Credit or High School courses.

Transcript Information

Send to: _____
NAME/ORGANIZATION

_____ # of Copies

Undergraduate Division

Graduate Division

Official Copy

Unofficial Copy

ADDRESS _____

Processing: Send immediately Hold until my current semester grades are recorded

Signature: _____

Date: _____

Payment Information

The *first* transcript request is *free*. All *additional* copies are **\$5.00** each.

Undergraduate and Graduate Transcripts are issued separately making it \$5.00 for each one.

Payment must be made before transcript is released.

You may send payment with your request or call the Business Office to use a credit or debit card.

The Business Office number is (304) 877 6428, extension #204.

Office Use Only

Date Received:	Postmark Date:	Date Sent:	Sent by:
Paid: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> First Copy, free		Method of Payment:	
Business Office Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No If no, provide reason:			
Initials:	Date:	Student ID#:	