

# OFFICIAL TRANSCRIPT REQUEST – EAST TEXAS BAPTIST UNIVERSITY

\_\_\_\_\_  
Last Name                                      First Name                                      Middle                                      Maiden

\_\_\_\_\_  
Current Address                                      City                                      State                                      Zip

\_\_\_\_\_  
Social Security Number                                      Number of Transcripts \_\_\_\_\_

\_\_\_\_\_  
Date of Birth                                      Please check one.  
\_\_\_\_\_ Mail transcript(s) as is.  
\_\_\_\_\_ Mail after grades are posted.  
\_\_\_\_\_ Mail after degree is posted.

Send To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

## TRANSCRIPTS

*In order to comply with the Privacy Act of 1974, transcripts of credits will be supplied to all students and former students only when requested in writing. All financial obligations must be paid in full and loan notes current. Transcripts are free unless ten or more are requested. If ten or more are requested, the cost is \$2.00 per transcript. The Registrar's office should be notified at least three business days before the transcript is needed in order to obtain the necessary approvals before the transcript copy is made. During peak times, such as registration or graduation, or the beginning or ending of a semester, the process may be delayed.*