

**Office Use Only**

Date Received: \_\_\_\_\_ Date Sent: \_\_\_\_\_  
Student ID: \_\_\_\_\_ Payment: \_\_\_\_\_  
Acct. Approval: \_\_\_\_\_ Holds: \_\_\_\_\_

**BETHANY COLLEGE TRANSCRIPT REQUEST FORM**

Office of Enrollment Services

335 E. Swensson, Lindsborg, KS 67456

(785) 227-3380 ext. 8105

(785) 227-8993 Fax Line

Please print legibly.

**NAME** \_\_\_\_\_  
*Last First Middle Maiden/Other Name Social Security Number*

\_\_\_\_\_ *Address City State Zip*

\_\_\_\_\_ *Daytime Phone Email Address Date of Birth Student Signature*

Are you currently enrolled? Yes No If no, your last term of attendance \_\_\_\_\_ and your graduation date (if applicable) \_\_\_\_\_

**Payment of \$5.00 per transcript must be received before the transcript will be sent.** (cash, check, money order, or credit card via phone)

Name & address where transcript should be sent	_____	_____
	_____	_____
	_____	_____
	_____	_____

**Written signature is required before transcripts can be released.**

**Effective Jan. 1, 2012, we will no longer issue free transcripts.**

**Transcripts are normally processed and issued within five working days.**

Please allow at least two to four weeks at the beginning and end of each term.  
All financial obligations must be reconciled before transcripts will be released.

Transcripts from high schools and other colleges cannot be duplicated.  
Requests for Overnight FedEx must be received by 5 a.m. to ship the next business day.

**Processing Options**

Number of official transcripts to be mailed: \_\_\_\_\_  
Overnight FedEx \$40 per official transcript same address  
Fax/Email, \$5 per unofficial transcript.  
In-house rush, \$15 per request.  
Process now, do not wait for semester to finish.  
Hold for end of \_\_\_\_\_ semester grades.  
Will pick up.  
Other instructions \_\_\_\_\_