

Covenant Bible College & Seminary

REQUEST FOR OFFICIAL STUDENT TRANSCRIPT

1. EDUCATIONAL INSTITUTION ATTENDED:

Name of Institution: _____

Address: _____

City & State (or Province): _____

Nation & Postal Code: _____

2. STUDENT INFORMATION:

Last name, First Name, Initial: _____

Maiden Name: _____ DOB: _____ SS #: _____

Address: _____

City & State (or Province): _____

Nation & Postal Code: _____

Beginning & Ending Years You Attended this Institution: _____

Student SIGNATURE: _____ Date: _____

3. PLEASE SEND OFFICIAL, SEALED TRANSCRIPTS TO:

CBCS Campus Location: _____

Address: _____

City & State (or Province): _____

Nation & Postal Code: _____

4. INSTRUCTIONS TO THE STUDENT:

No college credits can be awarded for classes you have attended at CBCS without proof of High School graduation or a G.E.D. Certificate. Proof of previous college attendance will satisfy this requirement.

Send a copy of this request form to each college or other institution of higher learning you have attended to request your official, sealed transcript. These should be sent directly to your CBCS Campus. In the event the college or other institution sends the sealed envelope directly to you, DO NOT OPEN IT. Doing so will invalidate it, and you will need to request another. If you have not attended college and do not have a copy of your high school diploma, complete this form and send it to your high school guidance office.

Most institutions charge a small fee for transcripts, so a check for the fee amount should accompany your request. Request your transcripts as soon as possible, as CBCS needs your official transcript within 60 days of your application. Information on fees and the institutions policies for requesting transcripts can normally be found on their websites; some will allow you to request your transcript and make payment online.