MAIL THIS FORM & PAYMENT TO:
Registrar's Office
6511 Princess Garden Parkway
Lanham, MD 20706

Capital Bible Seminary
LANCASTER BIBLE COLLEGE

REGISTRAR'S OFFICE
CBS Seminary Building
Email: iRegister@bible.edu
www.bible.edu/RegistrarsOffice/Home

TRANSCRIPT REQUEST FORM

To request official and/or unofficial transcripts students must complete the form below and submit it to the Registrar's Office with the required payment. While unofficial transcripts are free, official transcripts are **$5.00** per transcript per school and payable by cash, check, or money order made out to ***Lancaster Bible College***.

1. STUDENT INFORMATION:

Full Name (First/Last):	**School:** *(Circle One)* WBC / CBS / EQUIP
Name while attending WBC/CBS/EQUIP (if different from above):	**Student ID#:**
Email Address:	**Phone:**
Mailing Address:	

2. CHECK ALL THAT APPLY:

	Quantity		Cost		Price
[ ] Please hold until posting of current semester grades.					
[ ] Send Unofficial transcript(s) to me	____	x	**$0.00/each**	=	$_____
[ ] Send Official transcript(s) to me	____	x	**$5.00/each**	=	$_____
[ ] Send Official transcript(s) to the following organizations:	____	x	**$5.00/each**	=	$_____

(Full name and address below)

_____

_____

_____

_____

3. HAVE YOU GRADUATED? ..... [ ] Yes [ ] No

4. ARE YOU CURRENTLY ENROLLED? ..... [ ] Yes [ ] No

5. DO YOU OWE A BALANCE TO WBC/CBS/Equip? [ ] Yes [ ] No

Student Signature: _____ **Date:** _____

Note: Transcripts are sent only with the written authorization of the student in accordance with the Family Education Rights & Privacy Act of 1974. Transcripts cannot be sent if there are any outstanding indebtedness to WBC, Inc.,LBC,CBS, or Equip.

---------- **OFFICE USE ONLY** ----------

CHECK LIST:
[ ] File Complete
[ ] Student Account Paid in Full
[ ] No Books or Fines due to OMLibrary
APPROVED DATE: _____

Fee Required: $_____ Fee Paid: $_____
Number of Transcripts Mailed: _____
Date Transcript(s) Mailed: _____
REGISTRAR'S SIGNATURE: _____

COMMENTS:

Revised 01/2013