



TRANSCRIPT REQUEST

PLEASE PRINT ALL INFORMATION LEGIBLY

This form must be completed and signed before any academic records will be released. Transcripts are not released for students who owe an outstanding bill to the institution. If you need information regarding your financial status, please contact the Indiana Bible College Financial Office at (317) 554-8069 ext. 207.

ALUMNI INFORMATION

Current Last Name: _____ First Name: _____

Name used while attending (if different): _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: _____

Student ID #: _____ and/or last 4 digits of SSN: _____

TRANSCRIPT PROCESSING

Payment

- Check/Money enclosed (Make payable to Indiana Bible College)
- Credit Card: (circle one): *Visa, MasterCard, American Express, Discover*
- CC #: _____ Exp. Date: (____/____)

Information Release

I hereby, release my academic records to the following institutions and/or individuals.

Signature: _____ Date: _____

Charges

- Unofficial: No charge
- Official: \$5.00 per copy (Quantity x \$5.00= Total Amount)
- Owed: \$_____
- Issue transcript now
- Hold until current semester grades are posted. Current semester: _____
- Hold until degree is posted.
- Anticipated graduation date: _____

Unofficial Transcript (Email or Fax Only)

Email: _____ Fax: _____ Email: _____ Fax: _____

Email: _____ Fax: _____ Email: _____ Fax: _____

Mail Official Transcript to

Name of Institution or Business: _____ Attn.: _____

Address: _____ City: _____ State: _____ Zip: _____

Mail Official Transcript to:

Name of Institution or Business: _____ Attn.: _____

Address: _____ City: _____ State: _____ Zip: _____

Additional addresses can be attached on a separate sheet of paper. But must be submitted with this information release form.

Fax completed form to (317)-783-9464, mail form to Indiana Bible College, Attn: Office of the Registrar, 1502 E. Sumner Ave., Indianapolis, IN 46227 or scan the signed form and email to registrar@go2ibc.com. Contact the Registrar's Office at (317)-554-8069 ext. 210 with any questions or concern.