

Office of the Registrar
Nazarene Bible College
1111 Academy Park Loop, Colorado Springs, CO 80910-3701
(719) 884-5082 Fax (719) 884-5199

TRANSCRIPT REQUEST
(Please Print)

Last name	First name	Middle/Maiden
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Address

City	State	Zip	Phone
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Student ID, Date of Birth, or Last four digits of SSN: _____

Transcript to be sent to:

I would like ____ transcript(s) sent _____ now, _____ after grades are recorded for _____ semester.

Additional transcript sent to:

Additional transcript sent to:

Student's Signature

Today's Date

1. Please be sure to sign the request form, otherwise we cannot process the transcript request.
2. There is a \$15.00 charge for requesting a transcript. Add \$5.00 to expedite.
3. NBC does not accept transcript requests by telephone or by email.
4. NBC does not offer electronic transmittal of official transcripts.
5. Unofficial transcripts may be printed directly from the NBC Student Portal.
6. You may print this request and fax it in to us, or you may print this request and mail it in to the above address.
7. Transcripts are mailed out every Friday.