

**PROCEDURES FOR REQUESTING A TRANSCRIPT FROM
KAWARTHA LAKES BIBLE COLLEGE**

TRANSCRIPT PROCEDURES

TRANSCRIPTS OF ACADEMIC RECORDS ARE RELEASED ONLY BY A SIGNED WRITTEN REQUEST. PLEASE PRINT OUT THE FORM ON THIS PAGE AND FILL IN ALL THE FIELDS ON THE FORM. MAIL THE COMPLETED FORM, ALONG WITH A CHECK OR MONEY ORDER FOR THE REQUIRED \$5.00 TRANSCRIPT FEE FOR EACH COPY REQUESTED, TO:

EMMAUS BIBLE COLLEGE
REGISTRAR'S OFFICE
KLBC
2570 ASBURY ROAD
DUBUQUE, IA 52001

PLEASE ALLOW 3 TO 5 DAYS FOR TRANSCRIPTS TO BE PROCESSED.

TRANSCRIPT REQUEST FORM

DATE OF REQUEST: _____

NAME (*LAST, FIRST, MIDDLE, MAIDEN*) _____

NAME WHILE AT KAWARTHA _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

SOC. SEC. # _____ / _____ / _____

SIGNATURE _____

NOTE: THE REGISTRAR WILL NOT PROCESS TRANSCRIPT REQUESTS THAT ARE NOT SIGNED

FORWARD TRANSCRIPT TO:

NAME _____

STREET _____

CITY _____ STATE _____ ZIP _____

CHECK THE APPROPRIATE ITEMS:

_____ LAST YEAR OF ATTENDANCE

_____ \$5 PER TRANSCRIPT ENCLOSED

_____ NUMBER OF TRANSCRIPTS

_____ SEND TRANSCRIPT IMMEDIATELY

FOR OFFICE USE ONLY:

_____ PAYMENT RECEIVED

_____ DATE SENT

PROCESSED BY: _____