

# PROCEDURES FOR REQUESTING A TRANSCRIPT FROM EMMAUS BIBLE COLLEGE

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## *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  
2570 Asbury Road  
Dubuque, IA 52001

Please allow 3 to 5 days for transcripts to be processed. Transcripts will not be released if you have past due financial obligations to the College, such as unpaid tuition, fees, or fines.

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## *Transcript Request Form*

Date of Request: \_\_\_\_\_

Name (*last, first, middle, maiden*) \_\_\_\_\_

\_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zipcode \_\_\_\_\_

Soc. Sec. # \_\_\_\_\_

Signature \_\_\_\_\_

*NOTE: The registrar will not process transcript requests that are not signed.*

### **Forward transcript to:**

Name \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zipcode \_\_\_\_\_

### **Check the appropriate items:**

Current Student       \$5 per transcript enclosed

Last year of attendance: \_\_\_\_\_       Send transcript immediately

Number of transcripts: \_\_\_\_\_       Hold for current semester's grades

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## *For Office Use Only*

Payment Received: \$ \_\_\_\_\_      Date Sent: \_\_\_\_\_

By: \_\_\_\_\_