

BRYAN COLLEGE
Office of the Registrar
Dayton, TN 37321

REQUEST FOR TRANSCRIPT OF ACADEMIC RECORD

I request that a transcript be sent now at the end of the semester.

This transcript is needed for: Transfer of schools Financial Aid Employment Summer School
 Teacher Certification Graduate School Other _____

Name: _____
Last First Middle

Previous Name(s) _____

Address: _____

Social Security # _____

City, State, Zip _____

Last Enrolled at Bryan _____

Phone or email address in case we need to contact you
 Check if this is a new address

Your signature (*indicates that you have read and agree with the transcript policy*) Date _____

FORWARD THE TRANSCRIPT TO:
(Please include complete mailing address)

Organization _____

Office/Person _____

Account clear _____ (Business Office Use)

Street/PO Box _____

Amount paid _____ (Business Office Use)

City, State, Zip _____

Sent on _____ (Registrar's Office Use)

TRANSCRIPT POLICY

As student transcripts are confidential, transcripts are issued only at the written and signed request of the student.

We do not accept requests for transcripts via fax or email.

The process for ordering an official, unofficial or student copy is the same. An official transcript is usually sent directly to another college or university or to an official of an organization.

No official transcript will be furnished for a student whose financial obligation to the college has not been satisfied.

If requests are made during registration or at the end of the semester, the processing time is longer.

Transcripts from high schools and other colleges and universities must be requested from those institutions.

When students request transcripts to be sent to an organization, institution, or individual, the college is released from the responsibility of seeing that the specified recipient does not make unauthorized use of the material.

TRANSCRIPT FEES

The cost is \$10 per copy if ordered by mail or in person. If a rush transcript (within 24 hours) is needed, the cost is an additional \$25 per copy. If overnight USPS service is needed, there is also a \$25 postage fee. *Transcripts can be ordered online through the National Student Clearinghouse (<http://www.bryan.edu/transcript>) and paid for using a credit card. There is an additional processing fee for online orders.*

MAIL REQUESTS TO:

Registrar's Office
Bryan College
721 Bryan Drive
Dayton, TN 37321