



- Main Campus 351 North Broad Street Mobile, Alabama 36603-5898
 - Carver Campus 414 Stanton Street Mobile, Alabama 36617-2399
 - Central Campus 1365 Dr. Martin Luther King Jr. Avenue Mobile, Alabama 36603-5362
 - Southwest Campus 925 Dauphin Island Parkway Mobile, Alabama 36605-3299
- Request for transcripts can be faxed to: (251) 690-6998

TRANSCRIPT REQUEST

Date: _____, 20____

***Unofficial**

Please send _____ copy(ies) of my transcript to the address indicated below:

S E N D T O	Name of Student _____
	Attention _____
	Address _____
	City _____ State _____ ZIP _____

***Official**

Please send _____ copy(ies) of my transcript to the address indicated below:

S E N D T O	Name of Institution _____
	Attention _____
	Address _____
	City _____ State _____ ZIP _____

Send transcript as indicated:
 Immediately At the end of semester

Print your full name as listed on your records:

(Last) _____	(First) _____	(Middle) _____	Student Number _____										
Date of birth ____/____/____			or SSN <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td></tr></table>										
Home Phone (____) _____		E-mail _____											
Business Phone (____) _____		Cell Phone (____) _____											

IF YOU ATTENDED PRIOR TO 1985, PLEASE CHECK HERE. _____

Year(s) Attended: _____; Major: _____
 Please list "ALL" Previous Names:

 Your signature _____

Please fill in your name and mailing address below:
 Name _____
 Address _____
 City _____ State _____ ZIP _____

OFFICE USE ONLY

Date Request Sent: _____
 If Denied, Reason: _____

 Transcript Clerk: _____

NOTE: REGULATIONS GOVERNING TRANSCRIPTS OF RECORD

1. Requests will be honored in the order of receipt. However, during peak periods such as registration, examinations, commencement, etc., there will be some delays. Therefore, transcripts should be requested in advance of these periods.
- *2. There are two types of transcripts: (a) OFFICIAL TRANSCRIPTS are sent to a college, university, employer, a State or Federal Agency. **In no case may an Official Transcript be sent to the student or former student.** (b) UNOFFICIAL TRANSCRIPTS do not bear the official seal of the college and are for a student's personal or general use; they may be sent directly to the student. The Registrar's Office should be provided the name and address of the agency or institution to which the transcript is to be sent.
3. Students who are presently in attendance and wish to transfer at the end of the semester should request a copy of their transcript immediately. When you have terminated your attendance, a second request must be made for a final transcript.

It is the official policy of the Alabama Department of Postsecondary Education and Bishop State Community College that no persons shall, on the basis of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.