



OFFICIAL TRANSCRIPT REQUEST FORM

DATE: \_\_\_\_\_, 20\_\_\_\_\_

CHECK THE CAMPUS YOU ATTENDED: Main\_\_\_\_ Carver\_\_\_\_ Southwest\_\_\_\_ Central\_\_\_\_

Please send \_\_\_\_\_ copy (ies) of my OFFICIAL transcript to the address listed below:

IMMEDIATELY\_\_\_\_\_ or AT THE END OF THE SEMESTER\_\_\_\_\_

Name of Institution\_\_\_\_\_

Attention\_\_\_\_\_

Address\_\_\_\_\_

City\_\_\_\_\_ State\_\_\_\_\_ Zip\_\_\_\_\_

PRINT your FULL NAME as listed on your records:

\_\_\_\_\_ Date of Birth\_\_\_\_/\_\_\_\_/\_\_\_\_\_

Student Number\_\_\_\_\_ or Social Security Number\_\_\_\_-\_\_\_\_-\_\_\_\_\_

Cell Phone ( ) \_\_\_\_\_-\_\_\_\_\_ Home Phone ( ) \_\_\_\_\_-\_\_\_\_\_

Do you have college credits on?

Microfilm and Computer (before and after 1985) ( ) Microfilm Only (before 1985) ( )

WHAT WAS YOUR COURSE OF STUDY \_\_\_\_\_?

Please indicate the year(s) you attended\_\_\_\_\_. If before 1985, (Microfilm), please list all PREVIOUS names:

\_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_

YOUR SIGNATURE\_\_\_\_\_

Requests may be faxed to 251-690-6998 or you may mail your request to the following address:

Bishop State Community College
Office of Admissions and Records
351 North Broad Street
Mobile, AL 36603

NOTE: REGULATIONS GOVERNING TRANSCRIPTS OF RECORDS

- 1. Request will be honored in the order of receipt. However, during peak periods such as registration, examinations, commencements, etc., there will be some delays. Transcripts should be requested in advance of these periods.
2. There are two (2) types of transcripts; (a) OFFICIAL TRANSCRIPTS are sent to a college, university, an 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 and may be obtained by logging on to the BORIS system (please see the Bishop State website for details regarding BORIS log on).
3. Microfilm transcripts may require several days of research.

It is the official policy of the Alabama Department of Postsecondary Education and Bishop State Community College that no persons shall, on 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.

OFFICE USE ONLY

Date Request Sent\_\_\_\_\_

If Denied, Reason\_\_\_\_\_

Office Personnel\_\_\_\_\_