

Brescia University Transcript Request Form

Only official transcripts are sent from Brescia University. Please fill out the attached transcript request form completely. An official signature is required for release of records.

Student Information:

Last name

First name

Middle name

Former name (if any)

SSN

Date of birth

Phone number

Email address

Mailing address (City, State, Zip)

Approximate dates of most recent attendance

Graduation date (if applicable)

Purpose of request: Graduate School Transferring Employment Financial Assistance Other

Have you attended any other colleges or universities since attending Brescia University? Yes No

If yes, please list: _____

Degree(s) attained? _____

Request Details:

Special handling options:

_____ Please hold processing until current semester grades are posted.

_____ Please hold processing until degree is awarded.

_____ No special handling necessary.

I am requesting _____ (# of copies) of my OFFICIAL transcript.

I wish to pick up my order in the office on: ____/____/____ (Please allow 2 business days for order fulfillment.)

Please mail my order to the address below. Please provide additional addresses if applicable.

Name of recipient or institution: _____

Address Line 1: _____

Address Line 2: _____

City, State, Zip: _____

Authorization:

Signature (required)

Date

The quickest way to request your transcript is to use the online ordering service through the National Student Clearinghouse. However, if you cannot order your transcript online through the National Student Clearinghouse, fill out this transcript request form and mail it to the Registrar's Office. These transcript copies are \$10 each. Checks should be made payable to Brescia University. If you have questions, call us at 270.686.4248.

Brescia University
Attn: Registrar
717 Frederica Street
Owensboro, KY 42301

Received by: _____ Date: _____ Request Completed by: _____ Date: _____