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**BUonline & Transfer Center**

**Admissions Office**

717 Frederica Street, Owensboro, KY 42301

BUonline@brescia.edu, (270) 686-4353

**Transcript request form**

This form is used by Brescia University’s BUonline & Transfer Center for the sole purpose of requesting transcripts on behalf of our prospective students. The prospective student’s signature on this form grants Brescia University the right to request transcripts directly from the institutions previously attended. If Brescia University is unable to obtain transcripts for any reason, the prospective student will be responsible for obtaining transcripts.

**Please send one (1) official transcript for the following student to:**

Please confirm receipt by emailing transfer@brescia.edu or by phone at (270) 686-4353. Send official electronic transcripts via secure website to transfer@brescia.edu. Otherwise, please mail an official paper copy.

Thank you!

Electronic transcripts: transfer@brescia.edu

Mail: BUonline & Transfer Center

Admissions Office

717 Frederica Street

Owensboro, KY 42301

**Information on Institution Attended**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of Institution attended (No Abbreviations): |  |  | | |  |
| Campus: |  | Attended Online (Yes/ No)? : | | |  |
| City: |  | State: | | | Zip Code: |
| Month/ Year you started: |  | To Month/ Year you stopped attending: | | |  |
| Student ID #: | | |  | Degree Earned: | | |

**Student Information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| (Legal) First Name: | | |  | |
| (Legal) Last Name: | | | | |
| Date of Birth: Click or tap here to enter text. | | | | |
| All Previous Names: | | | | |
| Current Address: | | | | |
| City: Germantown |  | State: | | Zip Code: |
| Email: | | | | |
| Phone Number: | | | | |



**Student Signature**\*:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* I hereby authorize a faxed or emailed copy of this signature to be used in lieu of the original.

**Student must submit signed form by email to transfer@brescia.edu, or mail to:**

BUonline & Transfer Center, Admissions Office

717 Frederica Street, Owensboro, KY 42301

transfer@brescia.edu, (270) 686-4353

**In order to process this request, all fields must be entered completely and the prospective student must have completed an application for admission to Brescia University.**