

ACADEMIC TRANSCRIPT REQUEST

NORTHWEST BAPTIST SEMINARY PROCESSES TRANSCRIPTS FOR THREE SEPARATE INSTITUTIONS. SELECT THE INSTITUTION FOR WHICH YOU ARE REQUESTING A TRANSCRIPT:

Northwest Baptist College

Okanagan Bible College

The Journey

Academic records are confidential and any release of information must be based on written consent of the individual. Transcripts will only be released based on a written, signed request. Telephone requests or any other verbal requests will not be accepted.

Transcript Fees : Transcripts cost \$15.75 (incl. GST) each and are normally issued within 5 working days of receipt of the written request. A request to courier transcripts will incur an additional \$30.00. A request for a transcript to arrive same day* or next day* will incur an additional \$80.00 express handling charge (North America only). **PAYMENT MUST BE MADE BEFORE TRANSCRIPTS WILL BE RELEASED.**

*Same day and next day arrival is not available in all areas.

SEND THIS FORM TO:

Northwest Baptist Seminary

Office of the Registrar

7600 Glover Road

Langley, B.C.

Canada V2Y 1Y1

Phone : (604) 888-7592

Fax : (604) 637-3212

Email : registrar@nbseminary.ca

For online payment use the link on the Academic Transcripts page of the Northwest website – otherwise make all payments by cheque or money order made out to Northwest Baptist Seminary. **DO NOT SEND CASH IN THE MAIL**

LAST NAME: FIRST: MIDDLE: MAIDEN:

MAIDEN NAME IF CHANGED

STREET ADDRESS:

CITY: PROV/STATE: PC COUNTRY:

PHONE: E-MAIL ADDRESS:

Please mail copy(ies) of my official transcript to:
 Courier (add \$ 30)

NAME OF INSTITUTION

MAILING ADDRESS OF INSTITUTION

Please mail copy(ies) of my official transcript to:
 Courier (add \$ 30)

NAME OF INSTITUTION

MAILING ADDRESS OF INSTITUTION

I HEREBY AUTHORIZE THE RELEASE OF MY ACADEMIC INFORMATION AS INDICATED ABOVE:

PAYMENT: Online Cheque / Money Order enclosed

SIGNATURE

DATE

| FOR OFFICE USE ONLY | | | |
|------------------------|-------------------------|-------------------|-----------|
| DATE REQUEST RECEIVED: | DATE TRANSCRIPT MAILED: | PAYMENT RECEIVED: | SIGNATURE |
| | | \$ | |