



JUDAH
— BIBLE COLLEGE —

TRANSCRIPT REQUEST FORM

BEFORE YOU BEGIN

This form is governed by the JBC Transcript Policy. Read that document for complete information about cost, processing time, holds, and delivery methods before completing this form.

Complete this form to request an official JBC transcript. Submit to admin@judahbiblecollege.org or PO Box 23527, Chattanooga, TN 37422 along with payment (\$10 per official copy).

SECTION 1 — STUDENT INFORMATION

FULL LEGAL NAME (AS ENROLLED)	OTHER NAMES USED (MAIDEN, ETC.)
STUDENT ID NUMBER (IF KNOWN)	DATE OF BIRTH
DATES OF ATTENDANCE AT JBC	LAST TERM COMPLETED
CURRENT EMAIL ADDRESS	CURRENT PHONE NUMBER

SECTION 2 — TRANSCRIPT REQUEST DETAILS

NUMBER OF OFFICIAL TRANSCRIPTS REQUESTED	TOTAL FEE OWED (\$10 EACH)

Type of transcript:

- Official Transcript (\$10 per copy)
- Unofficial Transcript (free PDF, sent to student’s email only)

Delivery method:

- U.S. Mail (standard, no additional fee)
- Electronic delivery to recipient (institutional recipients only)
- Pickup at Metro Tab Church (by prior arrangement)

SECTION 3 — RECIPIENT INFORMATION

If multiple transcripts are being sent to different recipients, please complete a separate form for each recipient OR list all recipients on a separate sheet attached to this form.

RECIPIENT NAME / INSTITUTION	PURPOSE OF REQUEST
RECIPIENT MAILING ADDRESS (STREET, CITY, STATE, ZIP) OR EMAIL ADDRESS (FOR ELECTRONIC DELIVERY)	

SECTION 4 — PAYMENT

- Check or money order enclosed (made payable to Judah Bible College)
- Credit/debit card payment (please contact the office to provide payment by phone)
- Charge to my JBC student account (current students in good standing only)

SECTION 5 — AUTHORIZATION & SIGNATURE

By signing below, I authorize Judah Bible College to release my official academic transcript to the recipient(s) identified above.

STUDENT SIGNATURE	DATE

FOR OFFICE USE ONLY

DATE RECEIVED	HOLD STATUS (CLEAR/HOLD)
PAYMENT RECEIVED (DATE/AMOUNT)	DATE MAILED/DELIVERED
PROCESSED BY	TRACKING / CONFIRMATION