

# Transcripts Order Form



Name (including Prior/Maiden Names): \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Social Security Number: \_\_\_\_\_

Mailing/Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ (for confirmation email)

Last Attended: Semester: \_\_\_\_\_ Year: \_\_\_\_\_

Signature: \_\_\_\_\_

Select: Rush \_\_\_\_\_ Normal \_\_\_\_\_ Unofficial Emailed \_\_\_\_\_

Send To:

Name/Institution: \_\_\_\_\_

Attention: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Rush processing is \$25 for the first copy and \$20 for any subsequent copy.

Normal processing is \$20 per copy.

Unofficial emailed copies are \$10. **Official electronic transcripts NOT AVAILABLE.**

FedEx Priority Overnight delivery is available for an additional \$25.

**\*Closed Fridays.**

Select One:

Check/Money Order: \$\_\_\_\_\_ (7 day hold on transcript release for personal check verification)

Visa/MasterCard/Discover \$\_\_\_\_\_ (American Express Not Accepted)

Credit Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_/\_\_\_\_ CVV: \_\_\_\_\_

Signature: \_\_\_\_\_

Submit your order via mail, fax or email:

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Sacramento, CA 95829

Fax: (916) 503-2917

[transcripts@fc.bethany.edu](mailto:transcripts@fc.bethany.edu)

For Office Use:

Received: \_\_\_\_/\_\_\_\_/\_\_\_\_ Processed: \_\_\_\_/\_\_\_\_/\_\_\_\_