



Transcript Request Form

Please note:

1. This form must be completed and signed by the student for academic information to be released.
2. Transcripts will not be released until student account at the Finance Office is cleared.
3. Transcript Fees must be paid before the transcript is prepared. Each transcript is \$10.00. Unofficial transcripts are free of charge and can also be accessed and printed through Populi.
4. Transcript requests will be accepted by mail, fax, e-mail or in person. Phone requests will not be accepted. Please allow 2-5 business days for processing. Official transcripts are inscribed with a signature and seal of Steinbach Bible College.
5. Transcripts are mailed directly to the institution, employee or organization unless otherwise requested.

Section I: Personal Information

Last Name	Given Name(s)	Previous Last Name (if applicable)	
Current Address			
City	Prov/State	Country	Postal/ZIP Code
Phone #	E-mail		
Birthdate	Last year attended		

Section II: Transcript Request Instructions

Number of official copies to be sent: ____
 Number of unofficial copies: ____

Send Transcript:

- As soon as possible
- After current semester marks are posted
- After degree has been granted

Additional Instructions: _____

Transcript Delivery:

Please mail to:

I will pick it up personally*.

I authorize _____ (first and last name of person authorized to pick up document) to pick it up*.

Please e-mail it to me at the above e-mail (unofficial transcripts only).

*photo ID may be required

Section III: Payment Information

- I have enclosed a cheque made payable to Steinbach Bible College in the amount of \$ _____
- I will be coming to the office to drop off a payment (cash or debit card)
- I have called the office with my credit card payment (1-800-230-8478 or 204-326-6451)

Section IV: Authorization

Student Signature: _____ Date: _____

Please send completed form with payment to:

Office of the Registrar
 Steinbach Bible College
 50 PTH 12 N
 Steinbach, MB R5G 1T4
 Fax: 204-326-6908

For office use only:

Request Received: _____

Payment Received: _____

Transcript sent: _____