



Oklahoma Baptist College & Institute

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Request for OBC&I Transcript

Last Name	First	Middle	Birthdate (DD/MM/YY)
Address			Phone Number (include area code)
City	State	Zip	Graduation Date or Last Term Attended
Name of student at time of enrollment, if different from above.			Social Security Number

<i>Total Transcripts Requested</i>		<i>Total Amount Due</i>
Official-Use: _____	Student/Personal-Use: _____	\$ _____

Official-Use Transcript	Student/Personal-Use Transcript
Fee: \$15	Fee: \$5
Acceptable Payment: cash, check, money order	Acceptable Payment: cash, check, money order
Delivery Method: U.S. Mail only	Delivery Method: U.S. Mail, e-mail*, or fax*
Recipient: Only bonafide institutions, i.e., other colleges, universities, employers, etc.	Recipient: This student or other institutions, by request of this student
Description: Signed by Registrar and sealed with official OBC&I seal, mailed directly to another institution, considered authentic by OBC&I if questioned	Description: Not signed by Registrar, not sealed with official OBC&I seal, may not be considered authentic by OBC&I if questioned

Receiving Institution Mailing Address:

Name of college, university, or employer requiring this transcript			
Mailing Address	City	State	Zip Code
Contact Person's Name		Contact Person's Phone or E-Mail Address	

I have enclosed payment of \$15 per official-use transcript, or \$5 per student (personal-use) transcript, or will call to make arrangements with OBC&I for payment.

**I acknowledge that documents transmitted digitally could be hacked in transit and my personal information contained therein intercepted by unintended third parties, and I agree to hold OBC&I harmless for transcripts transmitted via fax or e-mail at my request.*

Date _____ Signature _____

E-Mail Address for Personal-Use Transcript: _____

Note: Transcripts will not be released without signed student request and full payment.