



Oklahoma Baptist College & Institute

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Request for OBC&I Transcript

Last Name			First	Middle	Birthdate (MM/DD/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

Total Transcripts Requested		Total Amount Due
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.