MISSOURI BAPTIST UNIVERSITY
RECORDS OFFICE – TRANSCRIPT REQUEST FORM

REGULATIONS GOVERNING THE ISSUANCE OF TRANSCRIPTS:
Financial obligations to the school must be satisfied. Request must be in writing, completely filled out and **signed by the student**. The first transcript is free; there is a fee of $5.00 for each subsequent transcript.

All transcript requests should be mailed to:
Missouri Baptist University
ATTN: Records Office
One College Park Drive
St. Louis, MO 63141

Or fax to:
MBU Records Office
(314) 392-2237

_____
LAST FIRST MIDDLE MAIDEN/PREVIOUS

_____
STREET ADDRESS CITY STATE ZIP

(_____)_____ _____-_____-_____
PHONE NUMBER SOCIAL SECURITY NUMBER

_____
Student's Signature (Required) **Date**

Are you a current Missouri Baptist University student? [ ] Yes [ ] No

If not, what year(s) did you attend Missouri Baptist University? _____
Were you an EXCEL student? [ ] Yes [ ] No

This is an OFFICIAL copy for:
[ ] graduate school
[ ] undergraduate school
[ ] employment purposes
[ ] scholarship foundation
[ ] other _____

This is an UNOFFICIAL copy for:
[ ] personal use
[ ] other _____

Total # of transcripts _____

PRINT CLEARLY the name & address to which your transcript is to be sent:

_____
_____
_____
_____

Please mail my transcript: [ ] immediately [ ] when current grades are in
[ ] after degree conferral is posted to transcript

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