

**MISSOURI BAPTIST UNIVERSITY  
RECORDS OFFICE**

**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 ever requested is free; there is a fee of \$5.00 for each subsequent transcript. Unofficial transcripts are free.

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

**Credit Card Information**

\_\_\_\_\_  
NAME AS IT APPEARS ON CARD

\_\_\_\_\_  
CARDHOLDER'S SIGNATURE

[ ] VISA

[ ] MASTERCARD

[ ] DISCOVER

Credit Card Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Exp. Date \_\_\_\_\_ - \_\_\_\_\_