



# Transcript Request Form

Taylor Seminary, 11525 – 23 Avenue NW, Edmonton, AB T6J 4T3

**TRANSCRIPT POLICY:**

A transcript is sent only on the written request of the student. Transcript requests will not be processed until all Taylor Seminary accounts and transcript fees have been paid in full. Payment must accompany the request.

Transcripts are issued at a charge of \$10.00 for the first one requested each time and \$5.00 for each additional transcript requested at the same time. If you are faxing your request to the General Office (780.436.9416) you must call the General Office (780.431-5200 or 1.800.567.4988) to make payment using a credit card. It is recommended you *do not* put your credit card information on this form.

**PERSONAL INFORMATION:**

Name \_\_\_\_\_ ID Number \_\_\_\_\_

Permanent Address \_\_\_\_\_ Birth Date (M/D/Y) \_\_\_\_\_

Postal Code \_\_\_\_\_ Maiden Or Alternate Name \_\_\_\_\_

Phone Number ( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
Home Daytime

Attended Taylor Seminary\*:  Prior To 1986  1986 – 1998  1999 – Present

Signature \_\_\_\_\_ Date \_\_\_\_\_

*\*Formerly known as Edmonton Baptist Seminary and North American Baptist Divinity School.*

**MAILING INSTRUCTIONS:**

Allow two (2) business days for processing after all fees have been paid.

Number of transcripts requested: \_\_\_\_\_  
 Process immediately  Process at end of semester  Hold for graduation notation

Mail \_\_\_\_\_ transcripts to address below: Mail \_\_\_\_\_ transcripts to address below:

Attention \_\_\_\_\_ Attention \_\_\_\_\_

Institution \_\_\_\_\_ Institution \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ City \_\_\_\_\_

Postal Code \_\_\_\_\_ Postal Code \_\_\_\_\_

Fax to ( ) \_\_\_\_\_  Fax to ( ) \_\_\_\_\_

**OFFICE USE:**

Account checked by \_\_\_\_\_ Date checked and request passed to Registrar \_\_\_\_\_

Amount owing for request \$ \_\_\_\_\_ Paid by:  Cash  Cheque  MC  Visa  Debit card

Date received by Registrar's Office \_\_\_\_\_, processed & mailed \_\_\_\_\_ by \_\_\_\_\_