

ROSEDALE

B I B L E C O L L E G E

Transcript Request

Last Name First Middle Maiden (if applicable)

Current Address

Phone Number

E-mail Address

Date of Birth

Social Security Number

Signature (required by law)

Please send an ____ Official ____ Unofficial transcript to:

Please send an ____ Official transcript to my mailing address OR
____ Unofficial transcript to my e-mail address.

Requests must be submitted to: Registrar's Office
Rosedale Bible College
2270 Rosedale Road
Irwin, OH 43029
Fax: 877-857-1312

The first 2 official transcripts are free. Each additional official transcript costs \$3. No charge for unofficial transcripts.

Transcript Information

- Under the federal laws which govern release of your confidential academic record, a transcript request must be submitted ***in writing with your signature***. Based on these regulations, your signature indicates the required approval for release of your confidential academic information.
- Information required in your request:
 - Full Name
 - Address
 - Date of Birth
 - Social Security Number
 - Your Signature
 - Name and Address where the transcript should be sent
- You may submit your transcript request:
 - In person at the Registrar's Office
 - Fax: 877-857-1312
 - Mail: Registrar's Office
Rosedale Bible College
2270 Rosedale Road
Irwin, OH 43029
- **Official** transcripts contain the Registrar's signature, college seal, and are sealed in an envelope. **Unofficial** transcripts may be issued to the student and do not contain the signature or seal.
- The first 2 official transcripts are free. Each additional official transcript costs \$3 (check, money order, or cash). No charge for unofficial transcripts.
- Processing time is typically one week after request is received.
- All requests must be cleared with the Business Office. No transcript will be released if there is a delinquent student account.