



TRANSCRIPT REQUEST FORM

- Submit one Transcript Request Form per transcript needed. Transcript Requests can be mailed to Birthingway College or sent via email to info@birthingway.edu. **Please note that we cannot guarantee the security of emails sent outside the birthingway.edu domain.** If you would prefer to mail your Request, please call us to request our current mailing address.
- **The Office of the Registrar does not have the ability to fax, email, or scan transcripts into digital format under any circumstances.**
- Full payment must be received with your request. Payment can be made by cash, check, money order, or Paypal: <https://birthingway.edu/for-students/make-a-payment/>
- Please allow at least 10 business days after the date that we receive your request to process your transcript. Your transcript may be delayed if your request is incomplete. We will not release transcripts to students who are not in Good Financial Standing. Please see the current Student Handbook and Catalog for details. If you have any questions, please contact us.

Student Information (please fill this out completely—incomplete forms will result in a delay):				
Legal First Name	Legal M.I.	Legal Last Name		
Address		City	State	Zip
Date of Birth	Social Security Number	Previous Name(s) if applicable		
Email			Phone Number	
Signature				Date

Transcript Type (select one)

- Official Academic Transcript (\$10.00, signed, embossed, and issued in a sealed envelope with Registrar signature)
- Unofficial Academic Transcript (\$5.00, stamped "Issued to Student," not signed by the Registrar)
- Official Legend Drugs & Devices Transcript (\$10.00, signed and embossed)
- Unofficial Legend Drugs & Devices Transcript (\$5.00, not signed)

Please mail my transcript to the following address (please submit a separate form for each transcript/address)	
Full Name or Institution Name	
Address	
City, State, Zip	

Payment Type (check one): Paypal Check Money Order Cash

OFFICE USE ONLY
Date/time/payment/initial: