



ALASKA BIBLE INSTITUTE

Office of the Registrar

1295 Mission Rd | Homer, AK 99603 | 907-313-4954

office@alaskabible.org

Transcript Request Form

- 1 Print, complete, sign form, and submit to the Office of the Registrar
- 2 The cost per transcript request is \$9.00*
- 3 Allow three to seven working days for processing if you attended ABI during or after the 2010-2011 academic year.

If you attended ABI prior to the 2010-2011 academic year, allow 2-4 weeks for processing.

Please note: Transcript requests will not be processed for students with an outstanding balance or unfulfilled obligation to ABI. All outstanding financial obligations must be cleared before transcripts will be released.

Date _____

Current Last Name: _____

SSN (Last 4 Digits): _____

First Name: _____

Day Phone: _____

Middle: _____

Address: _____

Other Name(s) Used: _____

Date of Attendance: _____ to _____

City/State/Zip: _____

Date of Birth: _____

Email: _____

Send my official transcript

Hold my request until latest semester grades are finalized

Send my unofficial transcript

Hold my transcript until certificate is awarded

MAIL TO:

School: _____

All information is required. Transcripts cannot be processed without completing all fields.

Dept: _____

Name: _____

Street: _____

City/State/Zip _____

I authorize the release of my official transcript as indicated above

Signature: _____

In compliance with the Family Education Rights and Privacy Act of 1974, your signature is required for processing your request

* Do not submit credit card information with this request. It will be shredded upon receipt. Please include a check made out to Alaska Village Missions for \$9.00

You may submit your transcript request by mail, or you may bring it into the Registrar's office. Processing time as given above will still be required if the request is submitted in person. Since a handwritten signature is required, requests cannot be submitted by email.