



Hillsdale Free Will Baptist College

Registrar's Office ♦ P.O. Box 7208 ♦ Moore, OK 73153 ♦ 405-912-9017

Request for Transcript

Print and complete the form below. The form must have signature to be processed. Mail to:

Registrar's Office
Hillsdale Free Will Baptist College
P O Box 7208
Moore, OK 73153
or by FAX: 405-912-9050

=== Office Use Only ===

Date Received _____ Amount Paid _____
Payment Method _____ Amount Due _____
Special Instructions _____

Name _____ Maiden/Former Name _____
Social Security Number _____ Date of Birth _____
Current Address _____
City _____ State _____ Zip _____
Daytime Phone (____) _____ Alt. Phone (____) _____
Dates Attended _____ to _____ Currently Enrolled? _____

Send transcript to (choose one):

Send additional request if you need transcript sent to an additional location.

- Pick up at the Registrar's office
- Mailed after current semester grades are posted
- Mailed as soon as possible
- Mailed after degree is posted

Identify the office or person to whom this transcript is being sent. You are responsible to provide the correct mailing address:

Note: No transcript will be furnished to any student or alumna whose financial obligations to the college have not been satisfied and until the transcript fee has been paid.

Transcripts are processed in three to five business days. There is a fee of **\$5.00** for each copy (**Rush 24-hour turnaround service when available** - additional fee of \$5 per transcript).

Payment options: cash, check, money order, or credit card (Visa or MasterCard).

If using credit card, please provide the following information.

Visa MasterCard Card Number _____
Expiration Date _____ Name on Card _____
Billing Address on Card _____

Signature Required For Transcript Request To Be Processed

Legal Signature _____ **Date** _____