



# BAHAMAS BAPTIST UNIVERSITY COLLEGE

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Email: [records@bbuc.edu.bs](mailto:records@bbuc.edu.bs)

# ACADEMIC TRANSCRIPT REQUEST FORM

### INSTRUCTIONS

- Complete this form in its entirety and pay the appropriate fees
- This form will not be processed if:
  - Your student number is omitted.
  - You have an outstanding tuition bill (past/present).
  - You have completed a certificate course.

**TRANSCRIPTS WILL BE AVAILABLE IN FOURTEEN (14) BUSINESS DAYS**

### TRANSCRIPT REQUEST FEES (*Effective August 16<sup>th</sup>, 2019*)

Unofficial Transcript	\$15.00	Official Transcript	\$20.00
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**\*\*\*\* ALL OFFICIAL TRANSCRIPTS WILL BE MAILED/DELIVERED BY THE RECORDS OFFICE \*\*\*\***

### COURIER SERVICE

Destination	Unofficial Transcript	Official Transcript
Miami Canada & other USA territories Latin America Europe Caribbean Family Island ( <i>subject to Courier Service Availability</i> )	Please note that Courier fees vary daily	Please note that Courier fees vary daily

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Student # \_\_\_\_\_ P. O. Box: \_\_\_\_\_ Tel: \_\_\_\_\_

Entry Semester: \_\_\_\_\_ Last Semester Enrolled: \_\_\_\_\_

Programme/Major: \_\_\_\_\_ Email: \_\_\_\_\_

### I am requesting an:

- Official Transcript       Unofficial Transcript

I would like the transcript to be sent to the following address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### OFFICIAL USE ONLY

Business Office Clearance: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Receipt # \_\_\_\_\_

Records Office: \_\_\_\_\_ Date: \_\_\_\_\_

Date mailed/delivered: \_\_\_\_\_