

GOLDEN STATE BAPTIST COLLEGE

Transcript Request Form

Records Office
3520 De La Cruz Blvd.
Santa Clara, CA 95054
(408) 988-8551

IMPORTANT: All transcript requests must be submitted in writing with the student's signature. Requests may not be submitted over the telephone or by another person (unless written authorization from the student is provided). Transcripts will not be issued if the Finance Office shows a balance due. Official copies will be sent directly to the place or person designated. Unofficial copies will be given or sent directly to the student requesting it. There will be a \$10.00 fee for each transcript requested unless the person is currently enrolled. Mail your requests to the Records Office in care of Golden State Baptist College.

Please fill out all of the following information:

Last/First/Middle			
Birth Date	SSN#	Major	
Current Address			City
State	Zip Code	Phone#	Last Year Attended

Mail transcript to:

Company/School			
Address			
City	State	Zip Code	Number of copies needed (\$10 per copy) :
Additional comments or special instructions:			

Student signature: _____
Signature must be provided. Forms without a signature will not be processed.

Date: ____ / ____ / ____ **E-mail Address** _____
(Optional)

Please include the \$10 processing fee when mailing in this form.