

Berea College Transcript Request

Transcripts are issued free of charge. If you are no longer a student at Berea College, your transcript will be released only if your student account balance is paid in full and your institutional loans are current. Please print legibly and return this form to the Student Service Center, First Floor Lincoln Hall, CPO Box 2168, Berea, KY 40404. You may also fax requests to (859) 985-3918. If you have questions, please call (859) 985-3094.

Student ID or SSN _____ Date of Birth _____

Full Name _____ Maiden Name _____

Presently Enrolled? Yes No If no, dates of enrollment: _____

Current Address: (Used for mailing personal copies and for updating former student mailing address)

Street _____

City _____ State _____ Zip _____

Phone _____

Email Address _____

Student Signature

Date

Personal Copies: _____

Mail immediately _____ Mail after current term grades are posted _____ Mail after degree is posted _____

All Transcripts are put in officially sealed and stamped envelopes.

For transcripts being sent to a 3rd party please list them below:

Send to: # Copies: _____

Send to: # Copies: _____

Send to: # Copies: _____

