Academic Services
615 National Rd. West
Richmond, IN 47374
Phone: (765) 983-1816
FAX: (765) 983-1840

Official Transcript Request

$7.00 fee per transcript  One day FAX Service $7.00  Next Day Service $20.00
(3-5 business days)

Please fill out form completely.
Please make check payable to Academic Services.

School (check one):  _____ Bethany Theological Seminary  _____ Earlham School of Religion

Today's Date _______/_____/______  # of transcripts requested _______

Please print student's name, address, & phone #

(check one):

MAIL  FAX  Next Day

Date Last Attended or Graduated: _____/_____/______  Date of Birth: _____/_____/______

Student's Signature: ____________________________________________________________
(signature required by federal law)

Please print

Mail Official Transcript to:

Previous financial obligations must be satisfied before transcripts can be released.

For Office Use Only:

Balance Due:__________  Payment Received__________