


BLUEFIELD UNIVERSITY
Current Student Transcript Request Form

Note: This form is only for current students who do not have any financial holds. Students with holds must get their accounts resolved prior to requesting a transcript.

All former students, and all current students who are requesting electronic transcripts must go to www.studentclearinghouse.org to order transcripts.

Personal Information

Name: _____ Student ID: _____
Print clearly
Email: _____ Date of Birth: _____
Date: _____

Requesting:

- Official Transcript
- Unofficial Transcript

Select One:

- Pickup at BC Central (*Please allow 2 business days for processing*)
- Mail to the following address:

Recipient

Name/College Name: _____
Attention: _____
Address: _____
City, State, Zip: _____

Special Request

By my signature below, I indicate my request that my transcript be sent to the person/address listed above.

Submit this form to BC Central