American Baptist College
1800 Baptist World Center Drive
Nashville, Tennessee 37207-9980
abcnash.edu

TRANSCRIPT REQUEST FORM

Student Information: Date: _____

NAME: _____ SS# _____/_____/_____
Last *First* *Middle/Maiden*

Dates Attended: _____ to _____

Present Address: _____
Street *City* *State* *Zip*

Email address: _____

Telephone: Home _____ Work _____ Cell _____

Please send # _____ official copies of my transcript to:

(1) Name: _____

Address: _____
Street *City* *State* *Zip*

(2) Name: _____

Address: _____
Street *City* *State* *Zip*

Student Signature: _____ Payment Received $ _____ Date: _____

Approved: _____ Declined: _____ Business Office Signature: _____

IMPORTANT

Requests for official transcripts can only be made by completing this form. Please fill out the form completely and do not leave any blank responses. If something does not apply to you, please write "NA" (not applicable) in the blank. Each blank must be filled or your request will not be processed. Any incorrect or missing information may cause a processing delay. The transcript form can be mailed, faxed, or submitted in person. Allow ten business days for processing except during graduation or registration, at which additional time will be needed for processing. All transcripts will be mailed to the address(es) indicated above. Transcripts will not be released to students that have any financial obligations to American Baptist College

There is a $5.00 fee per transcript

Payment can be made by cash, check, credit/debit card. To make a payment over the phone using your credit/debit card please call the Business Office 615-687-6895.

Admissions Office 615-687-6896
Fax 615-226-7855
Business Office 615-687-6895