



Current Student Request for Transcript

BC Central
Bluefield College
3000 College Avenue
Bluefield, VA 24605
bccentral@bluefield.edu
Telephone: 276-326-4215
Fax: 276-326-4356

This request is for: Official Unofficial I will pick up

No transcripts will be processed without this completed form or if there is a departmental hold or an unpaid balance owed to the college. Unprocessed requests received will be destroyed and you must resubmit your request after all HOLDS and financial obligations are satisfied. Transcripts are processed on Tuesday and Thursdays.

If you are a former student or Alumni, please do not use this form. You will need to order your transcript online at www.bluefield.edu/transcripts

Please print clearly

First Name	Middle Initial	Last Name
Full Name at the Time of Attendance (if different from above)		Date of Birth (mm-dd-yyyy)
Student ID	E-mail	
Best Contact Number:		

Please mail an official transcript to the address listed below

Name				
Address				
City	State	Zip	Notes:	
Reason for Request				
Send transcript	<input type="checkbox"/> Now	<input type="checkbox"/> After Grades are Available	<input type="checkbox"/> After Degree Notation	

To the Student:

I understand that Bluefield College will assist me in securing my official transcripts, but that ultimately it is my responsibility to ensure that my transcripts are received at the requested institution. I understand that unprocessed requests received will be destroyed and I must resubmit my request after all HOLDS and financial obligations are satisfied.

By signing this form I: 1) accept the policies stated above and 2) authorize the release of my transcript.

Signature _____ Date _____

