



Office of Graduate Programs

3000 Mountain Creek Parkway, Dallas, TX 75211-9299

Phone: 214.333.5242 Fax: 214.333.5579

Transcript Release Form

This form is used by Dallas Baptist University for the sole purpose of requesting transcripts on behalf of our prospective students. The prospective student's signature on this form grants Dallas Baptist University the right to request transcripts directly from institutions previously attended. If DBU is unable to obtain transcripts for any reason, the prospective student will be responsible to obtain transcripts.

Please send one (1) official transcript for the following student to:

DBU Office of Graduate Programs • 3000 Mountain Creek Parkway • Dallas, TX 75211-9299

Names of Institutions Attended

Form with four rows for institution names, cities, states, and attendance dates (Month/Year).

Student Information

Form for student information including (Legal) First Name, (Legal) Last Name, Date of Birth, Current Address, City, State, ZIP, E-mail, Phone Number, Student Signature*, and Date.

*I hereby authorize a faxed or e-mailed copy of this signature to be used in lieu of the original.

Student must submit signed form by fax to 214.333.5579, e-mail to graduate@dbu.edu, or mail to:

DBU Office of Graduate Programs, 3000 Mountain Creek Parkway, Dallas, TX 75211-9299

In order to process this request, all fields must be entered completely, and the prospective student must have completed an application for admission to Dallas Baptist University.

DBU is a participant in e-SCRIP-SAFE's Electronic Transcript Delivery Network.