



Official Transcript Request Form

INSTRUCTIONS: Complete the top portion of this form and then mail the entire form to the college or university you have attended along with the appropriate fee. Please make additional copies of this form if you have attended more than one institution. DBU requires an official transcript be sent to the Undergraduate Admission Office from every institution attended.

TO: The Registrar of _____
Name of College, University, or Institution

I authorize one official transcript to be sent to the Undergraduate Admissions Office of Dallas Baptist University
*3000 Mountain Creek Parkway *Dallas, Texas 75211-9299

Social Security Number: _____ - _____ - _____

Name _____
Last First Middle Maiden

Address _____

City _____ State _____ Zip _____

Home Phone (____) ____ - ____ Work Phone (____) ____ - ____

Name During enrollment if different than above _____

Dates of Enrollment (from) _____ to _____

Degree Conferred (if applicable) _____

Semester and year that I plan to attend Dallas Baptist University _____

Signature of Applicant Date

To Be Completed by the Registrar

Please complete the grade point average information below and send this form, along with an up-to-date official transcript, directly to Dallas Baptist University. Thank you.

Applicant is currently enrolled? ___ Yes ___ No Applicant graduated? ___ Yes ___ No

Cumulative grade point average _____ Number of hours applicant completed _____

Is your grading system equivalent to A=4, B=3, etc.? ___ Yes ___ No
If not, please explain your system _____

Signature of School Official Date