

# FAIRHAVEN BAPTIST COLLEGE

Office of the Registrar  
Jeremiah Mitchell, Registrar

86 East Oak Hill Road  
Chesterton, Indiana 46304  
Phone: (219) 926-6636 Fax: (219) 926-1111

## TRANSCRIPT REQUEST

### STUDENT INFORMATION

Today's Date \_\_\_\_\_

Student's Current Name \_\_\_\_\_

Maiden/Former Name(s) \_\_\_\_\_

Birth Date \_\_\_\_\_

Current Address & Phone Number:

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address \_\_\_\_\_ Phone # \_\_\_\_\_

Please circle the school(s) you attended and give approximate dates of attendance:

**College**                      Dates Attended \_\_\_\_\_                      Graduation Date \_\_\_\_\_

**Postgraduate**                      Dates Attended \_\_\_\_\_                      Graduation Date \_\_\_\_\_

### TRANSCRIPT INFORMATION

Transcript to be processed:                       **Immediately**                       **When final grades from current semester are available**

Mail to: \_\_\_\_\_                       Student will pick-up  
(Complete address required) \_\_\_\_\_                       Regular (5-7 business days)  
\_\_\_\_\_                       RUSH (2 business days)  
\_\_\_\_\_                       Overnight

Mail to: \_\_\_\_\_                       Student will pick-up  
(Complete address required) \_\_\_\_\_                       Regular (5-7 business days)  
\_\_\_\_\_                       RUSH (2 business days)  
\_\_\_\_\_                       Overnight

Mail to: \_\_\_\_\_                       Student will pick-up  
(Complete address required) \_\_\_\_\_                       Regular (5-7 business days)  
\_\_\_\_\_                       RUSH (2 business days)  
\_\_\_\_\_                       Overnight

### PAYMENT METHOD

Cash Amount \_\_\_\_\_                      Check/Money Order Amount \_\_\_\_\_                      Credit/Debit Amount \_\_\_\_\_

Card # \_\_\_\_\_

Expiration Date \_\_\_\_\_

Billing Address Zip Code \_\_\_\_\_

I hereby authorize Fairhaven Baptist College to release my academic transcripts.

Your Signature \_\_\_\_\_

## INSTRUCTIONS FOR REQUESTING A TRANSCRIPT

Fairhaven Baptist College must have the attached signed request authorizing us to release an academic transcript.

**The charge is \$8 per transcript.** The transcript fee must accompany each request. The fee may be paid by check or money order made payable to Fairhaven Baptist College. Transcripts will not be issued for any student who has any delinquent accounts or unfinished detention work hours at Fairhaven Baptist College. A person who owes detention may choose to return to campus and complete any work hours remaining, or he can pay an “unfulfilled obligations” fee. This fee is \$50 for up to five hours of detention and \$10 for each additional hour.

Fairhaven Baptist College sends transcripts by first class U.S. mail. **Fairhaven Baptist College will not fax transcripts.**

Transcripts will normally be processed within 5-7 business days after receipt of the request in our office. **RUSH** orders (processed within 2 business days after receipt of the request) require a \$20 processing charge in addition to the regular transcript fee. A transcript mailed through **OVERNIGHT SERVICES** requires a \$40 postage fee per address in addition to the regular transcript fee.

**If you are unable to access the Transcript Request Form on the following page,** you may request a transcript through the mail. Include the following information:

- Current name and any former names
- Current address, phone number, and email address
- Birth date
- School attended (college or graduate school) and approximate dates of attendance
- Complete addresses for where you would like the transcript(s) sent
- Payment for the transcript(s) by check or money order
- Your signature and the date

**You may send your request** to us by email: [college@fairhavenbaptist.org](mailto:college@fairhavenbaptist.org), by fax: (219) 926-1111 or by mail to:

Fairhaven Baptist College  
86 East Oak Hill Road  
Chesterton, Indiana 46304

Please note that your transcript will not be released until the appropriate fee is received. Also, a transcript going directly to the student is considered an unofficial transcript and is not stamped with the college seal. If you **would like further instructions or have questions** regarding a transcript request from Fairhaven Baptist College, please call (219) 926-6636.