

Bryan College

Procedure for Releasing an Academic Transcript

Online

Bryan College has authorized the National Student Clearinghouse to provide transcript ordering via the Web. You can order transcripts using any major credit card. Your card will only be charged after your order has been completed.

- To order an official transcript(s) login to the National Student Clearinghouse secure site (www.transcriptservices.org)
- The site will walk you through placing your order, including delivery options and fees. You can order as many transcripts as you like in a single session. Base cost is \$6 per transcript with a \$2.25 per transaction processing fee.
- Transcripts will normally be processed by our office 48 hours after the order is received from the Clearinghouse. Order updates will be emailed to you. You can also check order status and history online.
- Transcripts mailed through the United States Postal Service may take up to 10 business days to reach the recipient.

By Mail

Transcripts may also be requested by mail. You can access a request form below or submit a written request being sure to include the information below:

- Full name (please make certain maiden/former names are included if applicable)
- Current address
- Social Security number
- Dates of attendance or date of graduation
- Number of copies required
- Complete address(es) for mailing the transcript(s).
- The signature of the person whose transcript is being requested

Make checks or money orders payable to Bryan College for \$6 (per transcript). Mail signed request and payment to:

Office of the Registrar
Bryan College
721 Bryan Drive
Dayton, TN 37321

BRYAN COLLEGE
Office of the Registrar
Dayton, TN 37321

REQUEST FOR TRANSCRIPT OF ACADEMIC RECORD

I request that a transcript be sent now at the end of the semester.

This transcript is needed for: Transfer of schools Financial Aid Employment Military
 Teacher Certification Graduate School Other _____

Name: _____
Last First Middle

Previous Name(s) _____

Address: _____

Social Security # _____

City, State, Zip _____

Last Enrolled at Bryan _____

Phone or email address in case we need to contact you
 Check if this is a new address

Your signature (indicates that you have read and agree with the transcript policy)

FORWARD THE TRANSCRIPT TO:
(Please include complete address)

Date

Account checked _____ (Business Office Use)

Sent on _____ (Registrar's Office Use)

595.105 (Rev. 05/15)

TRANSCRIPT POLICY

As student transcripts are confidential, transcripts are issued only at the **written and signed request of the student.**

We do not accept fax or email request for official transcripts.

No official transcript will be furnished for a student whose financial obligation to the college has not been satisfied.

An adviser copy of your transcript may be ordered for personal use. An official transcript is usually sent directly to another college or university or to an official of an organization.

Transcripts from high schools and other colleges and universities must be requested from those institutions.

If requests are made during registration or at the end of the semester, the processing time is longer.

When students request transcripts to be sent to an organization, institution, or individual, the college is released from the responsibility of seeing that the specified recipient does not make unauthorized use of the material.

TRANSCRIPT FEE

The cost is \$6 per copy if ordered by mail or in person. If a rush transcript (within 48 hours) is needed, the cost is \$25 per copy. If overnight USPS service is needed, there is also a \$20 postage fee. For an extra fee of \$2.25, official transcripts can now be ordered online through the Bryan website (<http://www.bryan.edu/transcript>) link to the National Student Clearinghouse and paid for using a credit card.

MAIL REQUESTS TO:

Registrar's Office
Bryan College
721 Bryan Drive
Dayton, TN 37321