



Please mail, fax, or hand carry your request to:

Office of the Registrar, Biola University
13800 Biola Ave., La Mirada, CA 90639
(562) 903-4720 / Fax (562) 903-4896

Electronic and phone orders are not accepted.

OFFICE USE ONLY
OF UN SP
Biola ID# Financial Hold No Yes X
Received Processed

1. PERSONAL INFORMATION

Biola ID# Birth date Social Security Number
Name in full LAST FIRST MIDDLE Name attended as
Current mailing address NUMBER AND STREET CITY STATE ZIP E-Mail Address
Home phone () Dates of Attendance (approximate) Fall Spring yr. to Fall Spring yr.
(CHECK ONE) (CHECK ONE)

Note: Each transcript will reflect ALL academic work completed in all Biola University programs attended.

2. ORDER DETAILS

Processing Service

Regular Processing: Transcript Mailed or ready for pick-up on 3rd Business Day

Official Transcripts \$6.00 each x = \$
(\$1 off each copy on orders of 9 or more)
Unofficial Transcripts \$3.00 each x = \$
Senior Petition Transcript FREE FREE
(Used for Undergraduate Academic Advising ONLY)

RUSH Processing: Transcript Mailed or ready for pick-up Next Business Day

Official Transcripts \$16.00 each x = \$
Unofficial Transcripts \$13.00 each x = \$

Mailing Service

First Class Mail No additional charge \$ 0.00
Domestic Overnight \$16.40 per transcript = \$
FedEx International (Please call our office at (562) 903-4720 for rates.) = \$

TOTAL: \$

4. STUDENT SIGNATURE

Student Signature: Date:

* Federal Law requires the student's signature of release for ALL transcripts. * If you attended under a name other than your current name, you must sign using the name you attended under.
* Authorization letter required for collection by someone other than the student. * All financial obligations with Biola University must be in order before transcripts may be released.

5. PAYMENT INFORMATION

Cash Check: Check # Credit Card: Visa MasterCard Discover

Name as it appears on credit card Amount \$

Credit card number Expiration date / /

Billing address NUMBER AND STREET CITY STATE ZIP Phone

Authorization Signature