

Transcript Request Form

I. Instructions

Please complete the information below and submit this request to your high school guidance counselor or school registrar. If you need more request forms you may copy this form as many times as needed. Please **do not** send this form back to Word of Life Bible Institute without a transcript officially signed and sealed.

II. Applicant Information and Consent

Year applied: _____ Term: Sept Jan Campus: Florida New York Ontario, Canada

Name of applicant: _____
LAST NAME FIRST NAME MIDDLE NAME

Name at time of attendance: _____ SSN or Date of Birth: _____

Applicant's address: _____
NUMBER AND STREET OR ROUTE AND BOX CITY STATE/PROV. POSTAL/ZIP CODE

Phone number: _____ E-mail address: _____

By signing I authorize the release of my academic records and related information to Word of Life Bible Institute.

Applicant's Signature: _____

III. Information for Guidance Counselor/Registrar

School Name: _____ Phone: (_____) _____

School Address: _____
NUMBER AND STREET OR ROUTE AND BOX CITY STATE/PROV. POSTAL/ZIP CODE

Entrance Date: _____ Real or Expected Graduation Date: _____ Standard Diploma: Yes No*

If no please explain diploma type: _____

Are SAT or ACT scores included with the transcript: Yes No

Word of Life Bible Institute considers a transcript official with the following:

- Signature of school official
- Raised seal of the school

Word of Life Bible Institute considers official transcripts final with the following:

- Semester/quarter grades by course (for 9th through 12th grades)
- Final grades by course
- Grading scale
- Grade Point Average (unweighted on a 4.0 scale)
- Graduation date

Mailing Instructions:

1. Enclose an official transcript.
2. Enclose school profile if available.
3. Mail transcripts and appropriate documents together to:

New York and Florida Applicants:

Admissions Office
 Word of Life Bible Institute
 PO Box 129
 Pottersville NY 12860-0129
 Fax (518) 494-1534

Ontario Applicants:

Admissions Office
 Word of Life Bible Institute
 RR #8
 Owen Sound ON N4K5W4
 Fax (519) 376-9893

4. A fax copy is acceptable for admission review but we ask that the original be mailed after the documents have been faxed.