



BIRTHINGWAY COLLEGE OF MIDWIFERY

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TRANSCRIPT REQUEST FORM

- Please submit a completed Transcript Request Form for each transcript needed. You may submit your transcript request in person or by mail. We do not accept emailed or faxed transcript requests.
- Official transcripts are \$10 each. Unofficial transcripts are \$5 each. Full payment must be received with your request. Payment can be made by cash, check or money order.
- Your signature is required on each transcript request.
- Please allow at least 10 business days after the date that we receive your request to process your transcript. Your transcript may be delayed if your request is incomplete. We will not release transcripts to students who are not in Good Financial Standing. Please see the current Student Handbook and Catalog for details. If you have any questions, please contact us.
- For security reasons, we will not fax your transcript.

Please complete this form. Incomplete requests may be delayed.

LAST, FIRST, INITIAL	YOUR SSN
ADDRESS	TELEPHONE
CITY, STATE, ZIP	EMAIL
PREVIOUS NAME(S) (if applicable)	DATE OF BIRTH
SIGNATURE	DATE

I would like an: Official Transcript (\$10) Unofficial Transcript (\$5)

Please mail my transcript to the following address:

MAIL TRANSCRIPT TO: (Fill out a separate request for each address)

LAST, FIRST, INITIAL or INSTITUTION NAME
ADDRESS
CITY, STATE, ZIP

I will pick up my transcript. Please call me when it is ready at (_____) _____ - _____.

Please Note: If you want someone else to pick up your transcript for you, we will require a signed, dated letter which states you are authorizing the release of your transcript to this person and their photo I.D. at the time of pick up.

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Please route to: _____ FIN _____ REG