



THE BAHAMAS BAPTIST COMMUNITY COLLEGE
 #8 Jean Street
 P. O. Box N – 4830
 Nassau, The Bahamas
 (242) 364-0695 Fax: (242) 364-3209
 Website: www.bbcbahamas-edu.com

REQUEST FOR ACADEMIC TRANSCRIPT

INSTRUCTIONS

- Complete this form in its entirety and pay the appropriate fees
- This form will not be processed if:
 - Your student number is omitted
 - You have an outstanding tuition bill (past/present).
 - You have completed a certificate program
 - You are seeking BGCSE program results

TRANSCRIPT REQUEST FEES (Effective March 10th, 2010)

Transcript request fees are as follows:

Unofficial transcript \$10.00
 Official Transcript \$15.00

COURIER SERVICE (Effective August 1st, 2008)

Official Transcript to Canada \$60.00 (\$15.00 + \$45.00)
 Official Transcript to USA \$65.00 (\$15.00 + \$50.00)
 Official Transcript to UK \$80.00 (\$15.00 + \$65.00)
 Official Transcript to Caribbean \$70.00 (\$15.00 + \$55.00)

TRANSCRIPTS WILL BE AVAILABLE IN SEVEN (7) WORKING DAYS

****** ALL OFFICIAL TRANSCRIPTS WILL BE MAILED/DELIVERED BY THE RECORDS OFFICE ******

Name: _____ Date of Birth: _____
 Student # _____ P O Box: _____ Tel: _____
 Entry Semester: _____ Last Semester Enrolled: _____
 Programme: _____ Major: _____

I am requesting an:

Official Transcript

Unofficial Transcript

I would like the transcript to be sent to the following address:

Student's Signature: _____ Date: _____

OFFICIAL USE ONLY

Business Office Clearance: _____ Amount Paid: _____ Receipt # _____

Records Office: _____ Date: _____

Date mailed/delivered: _____