

TRANSCRIPT REQUEST FORM

Please remember that all financial obligations to Bethel University must be met before a transcript can be released.

OFFICE of the REGISTRAR - Bethel University
3900 Bethel Drive, Saint Paul, MN 55112
Phone: 651-635-8734 Fax: 651-635-1983

**Legal Name: _____
(First) (Middle) (Last) (Previous)

Bethel ID# (preferred) or last four digits of SSN: _____ *Phone(s): home (land): _____ ☐

Street Address: _____ cell: _____ ☐

City, State, Zip: _____ * Please Check Primary Number

E-mail Address: _____ New Phone? Check to update ☐

Check here for us to update our records with the above information? ☐

**Legal document (i.e. copy of driver's license with new name on it) is required for name change.

Transcripts Being Requested - Please check all that apply:

Last year of attendance at Bethel: _____

<u>Undergraduate</u>	<u>Masters</u>	<u>Doctoral</u>
___ College of Arts & Sciences	___ Graduate School	___ Seminary San Diego
___ College of Adult & Professional Studies	___ Seminary Saint Paul	___ Seminary of the East
		___ EDD
		___ DMin

Transcript Type Ordering:

Electronic Official via Parchment	\$15 each	Number requested _____
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(Updated 8-16-24)