



**MOODY BIBLE INSTITUTE**  
**820 North LaSalle Boulevard**  
**Chicago, Illinois 60610-3284**  
**Attention: Academic Records**

**TRANSCRIPT REQUEST FORM**

STUDENT'S NAME \_\_\_\_\_ TODAY'S DATE \_\_\_\_\_

ID# OR SOCIAL SECURITY # \_\_\_\_\_

IF NOT CURRENTLY ENROLLED, DATES OF ATTENDANCE:

FROM \_\_\_\_\_ TO \_\_\_\_\_

CHECK ALL APPLICABLE:

- UNDERGRADUATE SCHOOL
- GRADUATE SCHOOL
- CEU COURSES (ADULT BIBLE STUDY)

**Although most transcripts are processed within 3-5 business days, please allow extra time if you were a student prior to 1990.**

**There is no cost for processing a transcript except for overnight or next day service.**

**Please check the box below and include payment if this applies to you.**

- Overnight within the continental U.S. only (\$25.00 US Dollars, check, cash or credit card).

*Money received over cost is accepted as donation.*

**FOR CREDIT CARD PAYMENTS: (MasterCard/VISA only)**

Card type \_\_\_\_\_ Card number \_\_\_\_\_ Exp. date \_\_\_\_\_

**Please mail transcript to:** (Please print clearly)

1 <sup>st</sup> Transcript should be mailed to:	Students Address:
_____	_____
_____	_____
_____	_____
_____	Phone Number: _____

2 <sup>nd</sup> Transcript should be mailed to:	3 <sup>rd</sup> Transcript should be mailed to:
_____	_____
_____	_____
_____	_____

- Please Hold – I will pick up transcript** \_\_\_\_\_  
(Number where you can be reached)

- Please hold for grade.**
- Are you a current MBI full-time employee?**

STUDENT'S SIGNATURE \_\_\_\_\_

**You may fax your request to:**  
 (312) 329-8987

**For more information:**  
 (312) 329-4469