

OFFICIAL TRANSCRIPT REQUEST

BRIDGEWATER STATE UNIVERSITY – REGISTRAR’S OFFICE
Boyden Hall, Room 003
Bridgewater, Massachusetts 02325
Tel: 508-531-1231 Fax: 508-531-6101

AMOUNT DUE PER TRANSCRIPT
\$5 for Transcripts to be Mailed
\$10 Picked Up “On-the-Spot”
See Payment Section Below

(PLEASE PRINT CLEARLY)

BANNER ID # (8 digits) _____ OR Last 4 digits of Social Security Number _____

Last Name _____ First Name _____ Middle _____

Name(s) When Attending (IF DIFFERENT) _____
(List all that apply)

Current Mailing Address _____

City _____ State _____ Zip _____ Country (if not US) _____

E-mail Address _____ Daytime Telephone # _____

Years Attended (approximately): From _____ To _____

Coursework Completed: _____ Undergraduate _____ Graduate

PROCESSING INSTRUCTIONS:

1. Enclose each Official Transcript in a Separate Sealed Envelope: YES NO
2. Process Immediately: YES NO
IF NO, Process AFTER (check ONE): _____ Fall Grades _____ Spring Grades _____ Summer Grades
_____ Degree Has Been Posted _____ Licensure Has Been Posted

QUANTITY AND PAYMENT:

1. Total Number of Transcripts Requested (complete all that apply):
 - a. Number to be Mailed to Me at the address listed above _____ (\$5 per copy)
 - b. Number to be Mailed to other addresses – see page 3 _____ (\$5 per copy)
 - c. Number Picked Up Today “On-the-Spot” _____ (\$10 per copy)
[May be given ONLY to the student; or to the person (with ID) so authorized in writing – including the student’s signature.]

Total Fees Paid: \$ _____

2. Payment Method (check one): (additional details available on page 2)
_____ Prepaid in Student Accounts (receipt attached)
_____ Prepaid by Credit Card via: _____ Web (receipt attached) OR _____ Telephone, Date Paid _____
_____ Check Enclosed Payable to Bridgewater State University (for mailed in or “after hours” requests ONLY)
~THE REGISTRAR’S OFFICE CANNOT ACCEPT CASH~

Student’s Signature _____ Date _____

(REQUIRED – Transcripts cannot be processed without the student’s signature.)

TRANSCRIPTS CANNOT BE FURNISHED IF FINANCIAL OBLIGATIONS TO THE UNIVERSITY ARE OUTSTANDING.
PLEASE CONTACT THE STUDENT ACCOUNTS OFFICE DIRECTLY TO RESOLVE ALL FINANCIAL MATTERS (508-531-1225).

PAYMENT INFORMATION FOR OFFICIAL TRANSCRIPT REQUESTS

IF YOU ARE MAILING IN AN OFFICIAL TRANSCRIPT REQUEST form, you may:

Enclose a Check or Money Order made payable to Bridgewater State University

Prepay by Credit Card via the Web (attach receipt) or via Telephone -- see below

NOTE: DO NOT SEND CASH

IF YOU ARE FAXING IN AN OFFICIAL TRANSCRIPT REQUEST form, you may:

Prepay by Credit Card via the Web (attach receipt) or via Telephone -- see below

IF YOU ARE STOPPING BY IN PERSON, Monday-Friday from 9:00am – 4:30pm, you may:

Go first to the Student Accounts Office, Boyden Hall, room 107, and prepay by Check, Money Order, Credit Card, or Cash. Bring your receipt and an Official Transcript Request form to the Registrar's Office, Boyden Hall, room 003.

IF YOU ARE STOPPING BY IN PERSON, before 9:00am or after 4:30pm, you may:

Drop off a Check or Money Order (made payable to Bridgewater State University) with your Official Transcript Request form in the Registrar's Office, Boyden Hall, room 003; or drop them both in our after-hours drop box. (Please check our website www.bridgew.edu/registrar for office hours)

Prepay by Credit Card via the Web (attach receipt) or via Telephone -- see below

NOTE: THE REGISTRAR'S OFFICE CANNOT ACCEPT CASH

CREDIT CARDS MAY BE USED TO PREPAY TRANSCRIPT FEES AS FOLLOWS:

Via the Web -- Go to www.bridgew.edu/registrar, click on "Grades and Transcript Requests", and click on "Prepay Transcript Fee". Print receipt and attach to the Official Transcript Request form.

Via Telephone -- Call Student Accounts at 508-531-1225, Monday-Friday from 9:00am-4:30pm (be sure to mention that your payment is for an official transcript). A receipt will be e-mailed by Student Accounts to the Registrar's Office – and the transcript will be processed upon receipt of the Official Transcript Request form.

In Person, Monday-Friday from 9:00am-4:30pm – Go to Student Accounts, Boyden Hall, room 107. Bring receipt and Official Transcript Request form to the Registrar's Office, Boyden Hall, room 003.

REMINDER: Transcripts cannot be released if financial obligations are outstanding.

OFFICIAL TRANSCRIPT REQUEST -- Page 3 (Optional)

TRANSCRIPT MAILING ADDRESSES – COMPLETE ONLY IF TRANSCRIPTS ARE TO BE SENT TO ADDRESSES OTHER THAN YOUR CURRENT ADDRESS.

(This form cannot be processed unless it is attached to page 1 of an Official Transcript Request.)

Please PRINT and make sure all addresses are complete and accurate. Delays in delivery may result from inaccurate or incomplete addresses. Consult your transfer institution for details.

Student Name _____

Student's Signature _____ Date _____

1. Number of copies of my transcript to be mailed to the address listed below _____

2. Number of copies of my transcript to be mailed to the address listed below _____

3. Number of copies of my transcript to be mailed to the address listed below _____

4. Number of copies of my transcript to be mailed to the address listed below _____

5. Number of copies of my transcript to be mailed to the address listed below _____
