



# Texas Bible College ExCeLL Transcript Request Form

## Student Information

Name: \_\_\_\_\_ Maiden Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ SS#: \_\_\_\_\_  
 \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Dates Attended (approx.): \_\_\_\_\_  
 Church Name Where Attended ExCeLL: \_\_\_\_\_  
 Church Location Where Attended ExCeLL: \_\_\_\_\_

## Delivery Method

Email Unofficial Copy To: \_\_\_\_\_  
 Mail \_\_\_\_\_ Copies to: *If mailed to more than one recipient, please complete a separate form.*  
(number)  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
City State Zip

<b>Purpose</b> Select which one applies	<b>Special Requests</b> Select which one applies
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**Transcripts are placed in a sealed envelope. Once the seal is broken the transcript becomes unofficial.**

\_\_\_\_\_ Student Signature \_\_\_\_\_ Date \_\_\_\_\_ Office Use Only \_\_\_\_\_

- Print and complete this form in its entirety – Be sure to sign the form.
- Pay the \$15.00 transcript request fee here: [www.tbcnow.com/transcriptrequest](http://www.tbcnow.com/transcriptrequest)
- Submit the completed form in one of two ways:
  - Email a PDF copy to: [excell.secretary@tbcnow.com](mailto:excell.secretary@tbcnow.com)
  - Mail to: Texas Bible College  
Attn: Excell Dept  
3900 College Drive  
Lufkin, TX 75901
- *An official transcript issued directly to a student may not be accepted by a third party.*