Bennett College for Women
Office of the Registrar
900 East Washington Street
Greensboro, NC 27401
(336) 370-8620

TRANSCRIPT REQUEST FORM

Students written authorization and signature are required for the release of transcripts. Students must satisfy any outstanding balances (contact Fiscal Affairs 336-517-2121) with the College prior to the release of the transcripts. Transcripts are processed in the order received. Normal processing takes three-to-five working days. If you wish to expedite the process, you may download this form and fax to (336) 517-2164.

Please Print Clearly

Name:_____
Last **First** **Middle**

Current Address:
_____
Street **City** **State-Zip Code** **Telephone #**

Name used while enrolled:_____

SS#:_____ **Graduation Year:**_____

Currently Enrolled: Yes _____ **No** _____ **Last Year Enrolled at Bennett:** _____

Hold for Current Semester Grades (currently enrolled students only): Yes _____ **No** _____

Signature: _____ **Date:** _____

Hold for Pick-up: Yes _____ **No** _____ **Number of Copies:** _____

Send To:

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Send To:

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Mailed / Processed (Office Staff): _____
Date

(Revised 4/20/2007)
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