



Biola University Office of Admissions
13800 Biola Ave, La Mirada, CA 90639 562-903-4795

Official Transcript Release Form

PLEASE FILL OUT A SEPARATE FORM FOR EACH COLLEGE ATTENDED

Name of Student _____ Email Address _____

Name(s) Used While Attending _____

Social Security Number _____ Date of Birth (mm/dd/yyyy) _____

Name of College/University (No Abbreviations) _____

Campus (Example: Downtown Campus / Fullerton Campus / Southern) _____

School Address _____

City, State (U.S. Schools Only) _____ Dates of Attendance _____ to _____

Degree Earned Associate Bachelor's Master's Doctorate

If no degree earned, number of credits completed _____ Outstanding Balance Yes No

I hereby give permission to and authorize Biola University to request an official transcript on my behalf from the college/university indicated above. Furthermore, I hereby request that the above-named college/university follow the instructions, as indicated below, for sending my official transcript to Biola University. I understand and acknowledge that if Biola University is unable to obtain an official transcript from the above-named college/university, I will be responsible for submitting the official transcript to Biola University.

Signature _____ Date _____

College/School Instructions:

Confidential: The information in this and preceding pages is protected by the rules and regulations of the Family Educational Rights and Privacy Act (FERPA). Please allow only authorized personnel of your institution to view and process.

Please send transcript directly from your institution to Biola University via one (1) of the following options:

- 1) Securely transmit one (1) official transcript electronically if utilizing a certified electronic transcript exchange system (Parchment, eScript-Safe, Clearinghouse, Credentials Solutions)
- 2) Securely email one (1) official transcript to admissions.transcripts@biola.edu
- 3) Securely mail one (1) official, sealed transcript to **Office of Admissions**
13800 Biola Ave
La Mirada, CA 90639

If your institution cannot provide the official record, please email this form back to admissions.transcripts@biola.edu

Please indicate **(A)** Student does not appear to have attended institution, or **(B)** Student record is not releasable

For Biola Office Use Only

Request/Payment date: _____ Cost: _____ Date Received: _____