



BENEDICT COLLEGE

HARDEN AND BLANDING STREETS

COLUMBIA, SOUTH CAROLINA 29204

TRANSCRIPT RELEASE FORM

Please read carefully and follow the procedures as outlined

1. Complete form (provide all necessary information) **Note: Currently we do not process electronic transcript(s)**
2. Obtain signatures from the Office of Student Accounts (located in Pratt Hall) *Students Enrolled Only*
3. Submit the necessary fee(s) ***Nonrefundable***
4. Return the receipt and form to the Office of the Registrar/Student Records (Bacoats Hall 1st Floor)
Students Enrolled Only

- Transcripts are \$5.00 per copy and will be processed & mailed within 5 to 7 business days from date received
- Transcripts are \$10.00 per copy for transcripts to be faxed/emailed within 5 to 7 business days from date received **(Unofficial Copy Only)**

****Please allow 24 hours before checking the status of your request once submitted****

Purposes of release:

- Graduate School
- Transfer
- Scholarship
- Employment
- Military
- Other

Check all that apply:

- Mail To Requestor / To Organization
- Pick-Up (signature) _____ Date Picked up _____
- Hold for final grades
- Hold for degree posting
- Fax Transcript to: # (_____) _____ **(Unofficial Copy Only)**
- Email transcript to: _____ **(Unofficial Copy Only)**

I _____ hereby authorize the Registrar at Benedict College to issue _____ copy(s) of my **unofficial** or **official academic transcript to be sent to:**

Name/Organization _____

Name/Organization _____

Attn/Dept Name _____

Attn/Dept Name _____

Street _____

Street _____

City _____ State _____ Zip Code _____

City _____ State _____ Zip Code _____

Student's Name _____ (Maiden) _____ SSN# _____

(Complete SSN) *Required

Date of Birth _____ Email Address _____

*Required

Check box for an email confirmation to be sent - once transcript is processed

Telephone # _____

Address _____

Street _____ City _____ State _____ Zip Code _____

Graduated Yes / No Year Last Enrolled _____ Major _____

Student's Signature _____ Date _____

Student Accounts/Loan(s) Clearance Signature: _____ Date _____ (Located in Pratt Hall 1st Floor)

OFFICE USE ONLY

Date Recv'd: _____ Receipt #: _____ Amount Recv'd: _____ Recv'd by: _____

Payment Method:

- Credit/Debit Card
- Personal Check
- Money Order or Cashier's check

Date Mailed/Faxed/Emailed (Processed): _____

STATUS OF TRANSCRIPT REQUEST

- Once your transcript request has been processed, you will receive an automated email confirming your order. (Please provide your email address on the transcript release form) *All requests are processed within 5 – 7 business days. Please allow 6-13 business days for receipt of the transcript via US Postal Service.*
- **The Office of the Registrar is not responsible for incorrect mail or email addresses provided to us in the original transcript request.** If an incorrect address is provided to us and your transcript has been processed, an additional order will need to be submitted.
- Faxed/emailed transcripts may not be considered “official” dependent upon the institution requesting the transcript. Be sure to verify this before submitting the transcript request. If your request has been processed under these circumstances a new request will be needed.
Electronic transcript(s) are unavailable at this time.



BENEDICT COLLEGE CREDIT CARD AUTHORIZATION FORM

Date _____

Amount \$ _____

*Required

[] I authorize Benedict College to charge my Credit/Debit card listed below
(One-Time Payment Only)

Purpose:	
<input type="radio"/> Transcript	
<input type="radio"/> Degree	
Please charge payment to the following account:	
Required – Do not leave Blank	
<input type="radio"/> Visa <input type="radio"/> MasterCard	
Card #	
Expiration Date	Zip Code
(Include Month/Year)	

Requestor/Student Name	Name on Card
Student SSN	Signature Required
Street	Home Telephone (Area Code)
City, State, Zip	Day Telephone number (Area Code)
Email address (Required)	

Note: Please complete this form and return to the Registrar's Office: 1600 Harden Street Columbia SC 29204
Fax# (803) 705-7057 Main # (803) 705-4787

Credit Card Errors/Declined

1. *Must exactly **Match** the billing address in your credit card account.*
2. *Must have a future expiration date.*
3. *Exceeded credit limit.*
4. *Information entered does not match records.*
5. *Your card has expired.*
6. *Another user deactivated your card.*
7. *International transaction (contact your credit card provider)*

*For more help about card errors/declined, contact your credit card provider.