



Request for Official Transcript *ADVANCE*

Philadelphia Biblical University • 200 Manor Avenue, Langhorne, PA 19047-2990
1-800-4-ADVANCE • advance@pbu.edu • www.pbu.edu/programs/advance

■ **INSTRUCTIONS** Official transcripts must be obtained by the student from each institution attended. Sealed transcripts should be sent directly to the *ADVANCE* Office by the institution(s).

Use this Request for Official Transcript form if requesting a transcript by mail. However, you will first need to contact the Registrar of the institution from which transcripts are being requested to determine what fee may be required in order to process the transcript request.

■ TO: THE REGISTRAR

Date _____

Name of College (requesting transcript **from**): _____

Name: _____ Social Security Number: _____ - _____ - _____

Street Address: _____

City: _____ State: _____ Zip: _____

Please send one copy of my official transcript to: Philadelphia Biblical University
ADVANCE Office
200 Manor Avenue
Langhorne, PA 19047-2990

I was a student from: _____ to _____
(MONTH/YEAR) (MONTH/YEAR)

I was registered under the following name(s): _____

Signature _____ Date _____

1 · 800 · 4 · ADVANCE

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This form may be photocopied if needed by more than one institution.