



Student Request for Unofficial Transcript

BC Central
Bluefield College
3000 College Avenue
Bluefield, VA 24605
bccentral@bluefield.edu
Telephone: 276-326-4215
Fax: 276-326-4356

**No transcripts will be processed without this completed form.
Transcripts are processed on Tuesday and Thursdays.**

Please print clearly

First Name

Middle Initial

Last Name

Full Name at the Time of Attendance (if different from above)

Date of Birth (mm-dd-yyyy)

Student ID

E-mail

Best Contact Number:

Last date of
Attendance

Please mail an unofficial transcript to the information provided below

Attention:

E-mail/Fax or Address:

Reason for Request

To the Student:

I understand that Bluefield College will assist me in securing my unofficial transcripts, but that ultimately it is my responsibility to ensure that my transcripts are received at the requested institution.

By signing this form I: 1) accept the policies stated above and 2) authorize the release of my transcript.

Signature _____ Date _____