BAU
INTERNATIONAL UNIVERSITY
WASHINGTON DC

Official Transcript Request Form

Student Name: _____
Last First Middle

Phone: _____ Email: _____ Student ID#: _____

D.OB. _____ Degree Awarded _____

Service Options and Fees (With Destination Charges)

***Please select a service below.**

- ☐ I would like to pick up my transcript from the Registrar's Office
  This will be issued when you visit the Registrar's office. Processing fee is $10.
- ☐ I would like my transcript to be sent to my address
  Depending on your location, this option typically takes 3-7 business days. There is no extra charge for postal service; the processing fee is $10.
- ☐ I live outside of the United States; I would like my transcript to be sent my country.
  The transcript will be sent to you with expedited shipping, processing and courier fee is $100.

Address Information

Address: _____

City: _____ State (If Applicable): _____

Country: _____ Zip Code/Postal Code: _____

Payment Method

- ☐ Pay Online
- ☐ Credit Card (Credit Card Authorization Form)
- ☐ Send Check

Signature

Date: _____ Signature: _____

*PLEASE SEND THIS FORM TO REGISTRAR'S OFFICE AT ADMISSIONS@BAUINTERNATIONAL.COM OR FAX IT TO +1 (202) 677-7529

Received By: _____ Processed By: _____ Payment Received by: _____