



BAPTIST THEOLOGICAL SEMINARY

浸信会神学院 新加坡

1023 Upper Serangoon Road #01-01
Baptist Centre Singapore 534761

REQUEST FOR OFFICIAL TRANSCRIPT

成绩单申请表

Name and Address 姓名和地址:

- I will pick up transcript(s) from BTS personally.
我会亲自到浸神领取 份成绩单。
- Please send transcript(s) to my mailing address.
请邮寄 份成绩单到我的地址。
- Please email transcript(s) to my email address.
请把 份成绩单发到我的电邮箱。
- Please mail transcript(s) to the 3rd party address below.
请邮寄 份成绩单到我所填写的第三方地址。
- Please email transcript(s) to the 3rd party email below.
请把 份成绩单发到我填写的第三方电邮箱。

INFORMATION ABOUT PROCESSING YOUR TRANSCRIPT 成绩单申请注意事项

- Please submit the completed and signed form by email to the Registrar joanna.ong@bts.org.sg. 请把填妥和签署的申请表电邮注册主任 joanna.ong@bts.org.sg。
- Allow **FIVE** working days for processing. Requests will be fulfilled as soon as possible. During peak periods (orientation, registration, graduation) there will be some delay. Therefore, transcripts should be requested well in advance of these periods. 申请成绩单所需时间一般为 5 个工作日。学院繁忙期（新生入学、注册及毕业期）或需更长时间。请在这些期间提早递交申请。
- The Seminary will not endorse a photocopied transcript. 学院不受理认证成绩单复印件。
- The fee for each transcript is S\$20.00, plus S\$2.00 for overseas postage, add S\$4.00 for registered mail. 每份成绩单费用为 S\$20.00。邮寄到国外地址需多付 S\$2.00，挂号信则另付 S\$4.00。

INFORMATION NEEDED TO PROCESS YOUR TRANSCRIPT REQUEST: 成绩单所需信息

Programme of Study, Year of Graduation (eg. MDiv, 2016) 课程及毕业年份 (例如道学硕士, 2016):

(1)

(2)

Contact Number 联络号码:

E-mail Address 电邮地址:

Signature & Date 签名和日期:

I require a bilingual (English and Mandarin) transcript. 我需要双语 (英文与中文) 的成绩单。

Third Party Mailing Address and/or Email Address
第三方邮寄地址和/或电邮地址:

Office Use Only 院方记录

Amount:

Receipt No. & Date:

Date Sent: