



\$20.00 Fee per Mailing

OVERNIGHT MAIL Official Transcript Request Form

Official transcripts will not be released until all financial obligations to the university have been satisfied.

STUDENT INFORMATION

All blocks in student section MUST be completed – PLEASE PRINT LEGIBLY

Form with fields for Student ID or SSN, Last Name, First Name, Middle, Complete Mailing Address, Previous Names, What years did you attend?, Did you attend any of the following?, E-mail Address, Birthdate MM/DD/YY, Daytime Phone.

MAILING INFORMATION

PLEASE PRINT LEGIBLY-Include Recipient Name, Complete Street Address, City, State and Zip. No P.O. Box Address

Recipient:

Four horizontal lines for recipient name and address.

Phone # of location: _____

- Emergency transcripts are processed AS IS payable by check, money order, or cashier's check. It is your responsibility to make sure your transcript is accurate before requesting an emergency transcript. No refunds will be given, no exceptions.
Transcripts issued and mailed directly to the student are stamped, "THIS TRANSCRIPT ISSUED TO STUDENT". It is the student's responsibility to verify in advance that this type of transcript will be accepted by the recipient.
Please be advised of the definition of an official transcript, endorsed by the Michigan Association of Collegiate Registrars and Admissions Officers (MACRAO) on November 5, 1987. Revised on August 17, 2007. The definition also recognizes that the burden of acceptance lies with the recipient; it is the recipient who ultimately determines whether the document is "official."
An official transcript is one that has been received directly from the issuing institution. It must bear an institutional validation (such as seal, logo, letterhead), date, and appropriate signature. Transcripts received that do not meet these requirements should not be considered official.
All transcripts are mailed overnight for next business day delivery as long as the request is received by 1:00 PM. Requests received after 1:00 PM will be processed the next business day.

I have read and understand all statements above _____ Student Initials

Student Signature X

Date