



HOME OF THE MUSTANGS

TRANSCRIPT REQUEST

POLICY: Transcripts are to be issued only upon written request. Since all universities request the transcripts to be sent directly to the Admission's Office, students' are advised to have the school mail the transcript.

COST: \$2.00 PER COPY of transcript payable upon request of transcript. One Copy of the Student's final transcript record showing all graduation requirements completed will be furnished at no charge.

PROCEDURE:

1. Student must complete transcript request form.
2. There is a 2-day waiting period for this form to be processed. (NO EXCEPTIONS)
3. The student will be given a receipt/PLEASE KEEP YOUR RECEIPT.

PLEASE PRINT

Today's Date _____ Graduation Year _____ Did you drop out: Yes / No

Name used in high school: _____

D.O.B. _____ SSN# _____

Address: _____ City/ST _____ Zip _____

Signature: _____ Phone No. _____

TRANSCRIPTS TO BE MAILED TO

Send to: _____

Address: _____

City _____ ST _____ Zip _____