



## TRANSCRIPT REQUEST FORM

Please fill out this form to request official academic transcripts. You may request transcripts to be sent to an institution or to be picked up. Be advised that there is a \$10 fee for requesting official transcripts (approximately one week to send or give official transcripts). The subsequent request fee is \$15.00 per copy, and rush requests, meaning a request for receipt of an official transcript to be provided within less than three (3) days costs \$ 20.00 per copy.

First Name \_\_\_\_\_ Last name \_\_\_\_\_

Years attended /Graduation date: \_\_\_\_\_

Student ID number or Social Security Number: \_\_\_\_\_

Current mailing address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Country \_\_\_\_\_

Current e-mail address: \_\_\_\_\_

Indicate the program of study that you are requesting transcripts from:

**Have you requested transcripts before?** Yes No

**Is this a rush request?** Yes No

**Are you picking up your official transcripts?** Yes No

**If not, please provide the information below.**

Name of institution requesting Official Transcripts: \_\_\_\_\_

Attention to: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Country \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: If the student has an unpaid financial obligation to the University or if there is an unresolved disciplinary action against the student, transcripts will not be released. MAU will use regular US Mail to send documents. International deliveries will be at the student's expense and documents will be sent via FEDEX or DHL. Orders will be shipped when payment has been received.

Paid seal / Bursar's signature / Date

MAU official use Transcripts Sent on: \_\_\_\_\_

REG105  
LRO 04.24