

TRANSCRIPT REQUEST FORM

This form is for use only by those who **DO NOT** have both a major credit card and a valid email address.

If you have both of these, please order your transcript online.

Your Personal Information ****Incomplete or illegible forms may delay processing**

Full/Legal Name: _____
First Middle Maiden/Former Name(s)

Student ID # or SSN: _____ Date of Birth: _____
mm/dd/yyyy

Daytime Phone (_____) _____ Email address _____

Approximate Last Date of Enrollment: Fall 2003 to Current Fall 1982 – Summer 2003 Prior to Fall 1982

Send _____ Official transcript(s) to the following recipient/address:
(No. of copies)

Recipient _____

Street _____

City _____ State _____ Zip _____ Country, if not USA _____

Send me _____ Unofficial or Official transcript(s) to the following address:
(No. of copies)

Current Mailing Address: _____
Street _____

City _____ State _____ Zip _____ Country, if not USA _____

Special Handling

_____ Hold transcript request until current term grades are posted

_____ Hold transcript request until degree is posted after _____ term.
Semester Year

Regular Processing Options **Check or money order (made payable to Mayville State University) required for Mail/Hold for Pickup Orders**

_____ Mail: \$5.00 per transcript . Transcript will be mailed to requested recipient via regular 1st class U.S. mail within 3-5 business days of order.

_____ Hold for Pickup: \$5.00 per transcript. Transcript will be ready for pickup in 3-5 business days. Photo ID is required for pickup.

Rush Delivery Options

_____ Rush-Hold for Pickup: \$5/transcript +\$10. Transcript Requests received on a business day by 2:00 PM CST will be available for pickup by 9:00 AM CST the next business day at the Office of Academic Records, Main Building 114.

_____ Express Mail: \$5/transcript +\$10. Transcript will be mailed within 2 business days of receipt of order via U.S. Postal Service "Two-Day Priority Mailer". (A two-day delivery is not guaranteed by the U.S. Postal Service.) (U.S. only)

_____ Rush-Fax/Mail: \$5/transcript +\$15. Transcript will be faxed to recipient on the same day as receipt of order and mailed to the same recipient the following business day via regular 1st class U.S. mail. (Faxes to U.S. & Canada only) **FAX to:** _____

_____ UPS:\$5/transcript + United States/\$25, Canada & Mexico/\$35, or International/\$45. Transcript will be processed and mailed to the recipient the same business day via UPS if received by 10:30 AM CST (one day delivery does not include weekends.) Additional charges may apply.

Charges: \$5.00 per copy x _____ copies = \$_____ + Rush Delivery charges = **Total: \$_____**

I understand my request will not be processed without the correct fee accompanying the request.

Student Signature: _____ **Date:** _____

Mail this form to: Office of Academic Records, Mayville State University, 330 3rd St NE, Mayville, ND 58257/Fax to: 701-788-4738