

# 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: \_\_\_\_\_  
Last 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 me \_\_\_\_\_ (please "x" one) \_\_\_ Unofficial or \_\_\_ Official transcript(s) to the following address:  
(No. of copies)

Current Mailing Address: \_\_\_\_\_  
Street

City State Zip Country, if not USA

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

Recipient

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 \_\_\_\_\_ (semester/year) term

## 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 1<sup>st</sup> 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 1<sup>st</sup> class U.S. mail. (Faxes to U.S. & Canada only) **FAX to:** \_\_\_\_\_

\_\_\_\_\_ FedEx: \$5/transcript + United States/\$20, Canada & Mexico/\$35, or International/\$45. Transcript will be processed and mailed to the recipient the same business day via FedEx if received by 10:30 AM CST (one day delivery does not include weekends.)

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 3<sup>rd</sup> St NE, Mayville, ND 58257/Fax to: 701-788-4738