

# Morgan State University

## REQUEST FOR OFFICIAL TRANSCRIPT



Student ID: \_\_\_\_\_ (Current Student)

OR

Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ (Former Student)

**PROCESSING TIME: 1 business day.** (*Transcripts before 1986 may take 2 business days.*) If requesting transcripts to be sent to more than one address, please complete a separate form. Transcripts will not be released until delinquent accounts have been paid. **"Special Instructions Section"** notations include: transcripts held for another person to pick up, held for grades to post, or degree to post. If you are designating someone else to pick up your transcript, please indicate the person's name. Transcripts held for current session grades are mailed approximately five days after the end of the term. Those held for degree posting are mailed approximately 2-3 weeks after the end of the term. All transcripts are mailed by regular first-class unless a pre-paid, pre-addressed Priority/Fedex/UPS mailing envelope is included with request. **THIS FORM REQUIRES YOUR SIGNATURE.**

### STUDENT INFORMATION

**1. Name While Enrolled**

\_\_\_\_\_  
 Last First (Maiden)

**2. Current Address & Telephone Number**

\_\_\_\_\_  
 Number and Street Apartment  
 \_\_\_\_\_  
 City State Zip Country  
 ( )  
 (Area Code) Telephone Number

**3. Date of Birth**

\_\_\_\_\_  
 Month Day Year

**4. Enrollment Status**

Current (Start Year) \_\_\_\_\_  
 Previous (Term & Year) \_\_\_\_\_

### PAYMENT INFORMATION

(\$8.00 per copy)

**5. Number of Copies Requested**

**Total Due** \_\_\_\_\_

**6. Method of Payment**

(Mailed Request Only)

Check Enclosed  
 Money Order Enclosed

(Bursar Office Only)

### RECIPIENT INFORMATION

**7. Please Select One**

Pick up  
 Mail

\_\_\_\_\_  
 Recipient Name

\_\_\_\_\_  
 Company or Department

\_\_\_\_\_  
 Number and Street Apt or Suite

\_\_\_\_\_  
 City State Zip

### \*\*\*SPECIAL INSTRUCTIONS\*\*\*

**8.**

**9. PROCESS**

Now  Hold for grades  Hold for degree

**10. STUDENT SIGNATURE**

Computer generated signatures are not valid

\_\_\_\_\_  
 Signature Date

I authorize the release of my transcript to the above listed address.