

OFFICIAL TRANSCRIPT REQUEST FORM

Student Information:

Current Full Name (Required)

Former Name (if applicable)

User Name (if applicable)

Date of Birth mm/dd/yyyy (Required)

Daytime Phone Number (Required)

Approximate Dates of Attendance (Required)

Email Address (Required)

Credential Awarded (if applicable)

Options and Fees (with Destination Charges)*:

Select only one service per form.

- Regular Service (\$10 fee per two Transcripts) *Processed within four business days of receipt and then mailed USPS to the learner's home address.*
- National Expedited or Third-Party Service (\$10 fee per Transcript + \$6 charge per Destination) *Processed within one business day of receipt, and then mailed by express USPS. Please allow additional two to three business days for PO Box addresses. Note: Express service is not available in all areas. In areas where this service is not available, standard USP will be used.*
- International Expedited Service (\$10 fee per Transcript + \$35 charge per Destination) *same processing as National Expedited Service. Please allow up to 10 business days for delivery.*

Address for Transcript Delivery (Required):

Use the space below to indicate the mailing address where the transcript(s) should be sent. This address will appear on the outside of the Transcript envelope. **Note:** You must use separate forms if you wish to send transcripts to more than one location.

Street Number

Street Name

City

State

Zip Code

Calculate Cost:

Total Cost of Transcript(s): _____ + Destination Charge: _____ = Total Cost: _____
(Number of Transcripts x Service Fee) (if applicable)

Payment Method

Cashier Check

Money Order

Check

Wire Transfer

Note: Cashier checks, checks and money orders are made payable to MTEC

Signature and Date:

Signature (required for release of records)

Date mm/dd/yyyy

INTERNAL OFFICE USE ONLY:

Received By

Date received

Payment type

Amount