

# MID-CONTINENT UNIVERSITY

## Office of the Registrar

### Transcript Request Form

99 Powell Road East, Mayfield, KY 42066  
Phone: (270) 247-8521 / FAX: (270) 247-3115

Name: \_\_\_\_\_  
First M.I. Last Social Security #

Address: \_\_\_\_\_  
Street City State Zip

Are you currently enrolled? Yes No Last date of attendance: \_\_\_\_\_

Phone: \_\_\_\_\_ Work/Other: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Requests WILL NOT be processed without proper payment. In order to get same-day services, request form, AND PAYMENT, must be received before 1:00 p.m.**

Unofficial (To students **ONLY**) \$1 \_\_\_\_\_ **Same Day Service \$8** \_\_\_\_\_

**Official (72 hour waiting period) \$5** \_\_\_\_\_

#### Mail transcript to address below:

Name: \_\_\_\_\_

Attn: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

#### Credit Card Information

Card Visa \_\_\_\_\_ M-Card \_\_\_\_\_  
Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_

Security Code \_\_\_\_\_  
(Last 3 Digits on back of card)

Send Immediately \_\_\_\_\_ Hold for current semester grades \_\_\_\_\_ Hold for Degree Posting \_\_\_\_\_

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

**\*(Must have original signature to process request)\***

#### NOTE:

\*If transcripts are to be sent to more than one address, please use additional forms.

\*Transcripts will be put on hold if student has a balance at Mid-Continent University.

\*Transcripts mailed to students will be stamped "**Issued to Student,**" and are not considered "**Official.**"

\*All transcript requests will be processed with in a **72 hours** of receipt.

\*Transcripts from other high schools or colleges cannot be released. These institutions must be contacted directly.

#### For Office Use Only:

Contacted by: Letter \_\_\_\_\_ Phone \_\_\_\_\_ Person \_\_\_\_\_ Fax \_\_\_\_\_ Transcript Fee Paid \_\_\_\_\_

Date Issued \_\_\_\_\_ Transcript Released by: \_\_\_\_\_

Business Office Release: Yes \_\_\_\_\_ No \_\_\_\_\_ B.O. Released by: \_\_\_\_\_

Entered by: \_\_\_\_\_  
Date entered: \_\_\_\_\_

Revised 4/16/09