



# Marymount Manhattan

## Transcript Request Form

Current Name: \_\_\_\_\_ Maiden/Other names used: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Daytime Number: ( ) \_\_\_\_\_ Email Address: \_\_\_\_\_

**Transcript Type needed:**  Official Sent to Institution  Official Sealed to Student  Unofficial/Student Copy  
**Please Process:**  Now  Hold for End of Current Semester Grades

**REASON FOR TRANSCRIPT REQUEST-(PLEASE CHOOSE BELOW):**

Transferring to Another Institution  Employment  Graduate School  Study Abroad  Scholarship  
 Other: \_\_\_\_\_

**Select Status:**

Former Finch College Student  
 Former MMC Student \* **Semester(s) Attended:** From \_\_\_\_\_ To \_\_\_\_\_

**Graduation Date** (if applicable): \_\_\_\_\_

\*Student records that pre-dates MMC's current student information system have been archived. Please allow up to 4 to 5 weeks for file retrieval.

**MMC Transcript Policy:**

- 1. There is a processing fee of \$10.00 for every transcript\*.
- 2. **We reserve the right to refuse transcript requests.** Requests will not be processed and will be returned if the request form is incomplete, if the student record reflects a hold, if payment is incorrect, etc.
- 3. We are not responsible for incorrect addresses or postal delays.

\* If you choose to have your transcript sent via FedEx, your credit card will be charged a separate fee, we suggest you contact FedEx for a price quote.

**By signing this form I agree to abide by the above policy.**

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

**1)Send transcript to following address:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**2)Send transcript electronically to the following institution/college: (Unofficial Transcripts only):**  
\_\_\_\_\_@\_\_\_\_\_

**Method of Payment:**  Visa  MasterCard  Discover

\_\_\_\_\_  
Credit Card Number CVV Expiration Date Zip Code

Check/Money Order Enclosed: