



### Transcript Policy:

1. There is a processing fee of \$5.00 for each transcript and a five to seven day processing period.
2. The University reserves the right to withhold, deny or cancel any transcript request due to holds on account or for any other reason.

*This form cannot be submitted electronically. Please print form; fill out required information, sign and mail or fax to the address listed below.*

Date requested: _____				Date of birth: _____		Student ID#: _____	
Name: _____		Maiden _____		First _____		Email: _____	
Telephone: _____				Home _____			
				Work or Cellular _____			
Update official school records? Yes <input type="checkbox"/> No <input type="checkbox"/>							
Address: _____		Street _____		City _____		State _____	
						Zip _____	
Status: <input type="checkbox"/> Alumni <input type="checkbox"/> Current Undergraduate <input type="checkbox"/> Current Graduate <input type="checkbox"/> Other							
College: <input type="checkbox"/> Arts <input type="checkbox"/> Business <input type="checkbox"/> Education & Health <input type="checkbox"/> Engineering <input type="checkbox"/> Science <input type="checkbox"/> SCPS							
<b>OR</b>							
Degree(s), if any earned: _____							
Dates of attendance: _____							
Reason for transcript request – (Please choose below):							
<input type="checkbox"/> Scholarship <input type="checkbox"/> Study abroad <input type="checkbox"/> Transfer <input type="checkbox"/> Graduate studies <input type="checkbox"/> Employment <input type="checkbox"/> Other							
Transcript type needed: <input type="checkbox"/> Official to institution <input type="checkbox"/> Official sealed to student <input type="checkbox"/> Student copy							
Time requested: <input type="checkbox"/> Please process <input type="checkbox"/> Please hold for end of current semester grades							

____ # of official copy	____ # of unofficial copy (student copy)
Send to: _____	_____
_____	_____
_____	_____
_____	_____
Please attach or write on the back for additional address →	

<b>Advanced Payment is required and can be made at: <a href="http://www.manhattan.edu/paytranscripts">http://www.manhattan.edu/paytranscripts</a></b>
<b>ORDER#:</b> _____ (write down the order number for your payment)
<b>Signature Required-Approval to Release Transcript (Required)</b>