

FULL LEGAL NAME (LAST, FIRST MIDDLE):		ID#:
PREVIOUS/FORMER NAMES:		DATE OF BIRTH:
CURRENT ADDRESS, CITY, STATE, ZIP (PROVINCE, COUNTRY, COUNTRY CODE):		
PHONE NUMBERS:	EMAIL ADDRESS:	
YEAR YOU BEGAN AT MSU:	WHEN YOU LAST ATTENDED MSU:	
SEND TRANSCRIPT <input type="checkbox"/> NOW *AFTER THIS (CHOOSE ONE): <input type="checkbox"/> AFTER GRADES ARE POSTED* SEMESTER <input type="checkbox"/> AFTER DEGREE & GRADES ARE POSTED* AND YEAR: _____		

SIGNATURE: _____

TRANSCRIPT DELIVERY - CHOOSE ONE:

- HOLD FOR PICK-UP** - CALL WHEN READY
 NUMBER OF COPIES: _____
 COST @ \$3.00/COPY: _____
- MAIL**
 NUMBER OF COPIES: _____
 COST @ \$3.00/COPY: _____
- FEDEX (U.S. ONLY*)** *CONTACT THE REGISTRAR'S OFFICE FOR FEDEX COSTS OUTSIDE THE U.S.
 NUMBER OF COPIES: _____
 COST @ \$3.00/COPY
 PLUS \$25 FEDEX FEE: _____
- FAX**
 ONE COPY @ \$3.00
 PLUS \$10 FAX FEE: _____
- EXPRESS HANDLING**
 ONLY ON HOLD AND MAIL
 ADD \$10 EXPRESS FEE: _____

MAIL, FAX, OR FEDEX TO SELF OR RECIPIENT AT ADDRESS PROVIDED BELOW:

NAME OR ORGANIZATION:
ADDRESS WITH CITY, STATE, ZIP OR FAX NUMBER (PROVINCE, POSTAL CODE, COUNTRY)

TOTAL COPIES: _____	TOTAL COST: _____	<input type="checkbox"/> AUDIT	<input type="checkbox"/> BANNER	<input type="checkbox"/> HARD COPY	<input type="checkbox"/> HOLD	
<input type="checkbox"/> OFFICE USE ONLY:	<input type="checkbox"/> CHECK	<input type="checkbox"/> CASH	<input type="checkbox"/> FEDEX# 62304	<input type="checkbox"/> NO MONEY	<input type="checkbox"/> NO SIGNATURE	<input type="checkbox"/> OTHER

PROCESSING TIME: HOLD AND MAIL: 4-6 BUSINESS DAYS; ONE BUSINESS DAY WITH EXPRESS HANDLING.
 FEDEX AND FAX: ONE BUSINESS DAY.

FOR OUR RECORDS, PLEASE PROVIDE THIS INFORMATION AGAIN:

FULL LEGAL NAME (LAST, FIRST MIDDLE):		ID#:
TOTAL NUMBER OF COPIES: _____		TOTAL COST: _____

<input type="checkbox"/> OFFICE USE ONLY	<input type="checkbox"/> CHECK	<input type="checkbox"/> CASH	<input type="checkbox"/> FEDEX # 62304
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REVISED: APRIL 2014

PLEASE REMEMBER TO SIGN YOUR REQUEST
UNSIGNED REQUESTS CANNOT BE PROCESSED