

Massachusetts College of Liberal Arts
375 Church Street•North Adams MA 01247
Phone 413-662-5216•Fax 413-662-5095

Official Transcript Request Form

MCLA policy prohibits faxing transcripts.

Please allow 3-5 days processing or up to 3 weeks during peak processing time.

Total Number of transcripts requested x\$5 per copy

Payment Options

- **Checks:** Mail this form along with a check payable to MCLA
- **Credit card payments pay online at:**
 - **Banner Self-Service accounts** go to <http://campus.mcla.edu> and then **Self-Service Banner**
 - **All others** go to www.mcla.edu/bursar and then **Pay Online Now**
- **Cash payments:** Pay in person at the Registrar's Office M-F from 8:30am to 4:45pm

Date _____ Student Signature (required) _____

Name _____
Last First Maiden Name (if applicable)

Attendance prior to 1989

Current Address _____

Student ID: A _____

SSN # _____

Date of Birth _____

E-Mail _____

Phone () _____

Check One

- Process Immediately
- Hold for Grades, Graduation/Certification

Mailing Information

1. Pick up at the Registrar's Office

2. Send Transcript to: above address

3. NAME AND ADDRESSE(S) to be mailed to: **Please use complete name and address(s).**

1. _____ 2. _____

Transcript required for: _____Scholarship _____Another school _____Employment _____Certification _____Other

Transfer Reason _____

Have you been accepted by the college you intend to transfer to? _____

What major do you plan to pursue? _____