

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: Please check method of payment

- Checks: Mail this form along with a check payable to MCLA
- Credit Card: Pay online at www.mcla.edu/bursar, then Pay Online Now
- Cash: Pay in person at the Registrar's Office M-F from 8:30am to 4:45pm

Attendance prior to 1989

Date _____ Student Signature (required) _____

Name _____
Last First Maiden Name (if applicable)

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? _____