

Massachusetts College of Liberal Arts  
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**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](http://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 (check if yes)**

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
- Certification/Graduation

**Mailing Information**

1. If you would like a transcript mailed to the address below please check the box:

New York State Education Department  
Office of Teaching Initiatives, Room 5N-EB   
89 Washington Avenue  
Albany, NY 12234

2. Send Transcript to: above address (please check)

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

1. \_\_\_\_\_ 2. \_\_\_\_\_

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