

### Official Transcript Request Form

*MCLA policy prohibits faxing transcripts.*

*Please allow 3-5 days processing.*

**Payment Options: Please check method of payment**

- Checks: Mail this form along with a check payable to MCLA
- Credit Card: Pay online at <https://secure.mcla.edu/payment/>
- Cash: Pay in person at the Registrar's Office M-F from 8:30am to 4:45pm

Date

Total Number Requested (\$5 per copy)

Attendance prior to 1989

Student Signature (**Required**)

Last Name

First Name

Maiden Name

Current Address

Student ID #

SSN #

Date of Birth

Phone

**Check One**

- Process Immediately
- Graduation/Certification
- Hold for Grades

Email Address

**Mailing Information**

Send Transcript to my current address

Pick up at the Registrar's Office

Name and Address to be Mailed

Name and Address to be Mailed

**Optional**

- Scholarship
- Another School
- Employment
- Certification
- Other