



NON-CREDIT AND MACRAO/MTA TRANSCRIPT REQUEST FORM

STUDENT INFORMATION

Macomb User ID # or Last 4 Digits of your SSN		Birthdate	
Student Name <i>*Name or address change requires driver's license front and back</i>		Former Last Name	
Street Address	City	State	Zip
Email Address		Phone #	

TRANSCRIPT INFORMATION

<p>Check One Box</p> <p><input type="checkbox"/> Transcript sent to another college, company, or agency</p> <p><input type="checkbox"/> Transcript issued to student—(will be stamped issued to student)</p> <p><input type="checkbox"/> Transcript On-Demand (\$5.00 convenience fee)</p> <p>OFFICE USE: Receipt # _____</p>	<p>Special Instructions</p> <p><input type="checkbox"/> Check for MTA</p> <p><input type="checkbox"/> Check for MACRAO (for students enrolled prior to Fall 2014)</p> <p><input type="checkbox"/> Attachments included</p> <p><input type="checkbox"/> Additional transcripts # _____</p> <p><input type="checkbox"/> Separate envelopes</p>
<p>Type of Transcript Requested</p> <p><input type="checkbox"/> Credit <input type="checkbox"/> Non-Credit <input type="checkbox"/> Both</p>	<p>Hold Transcript</p> <p><input type="checkbox"/> Degree posted <input type="checkbox"/> Current semester grades are posted</p>
<p>Mail Transcript to Following Address— Full Name/Address (please print):</p>	
<p>Example: Oakland University</p> <p>Attn: School of Nursing</p> <p>444 O'Dowd Hall</p> <p>Rochester Hills, MI 48309</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

IN ACCORDANCE WITH THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, TRANSCRIPTS CAN BE RELEASED ONLY UPON WRITTEN AUTHORIZATION OF THE STUDENT.

Signature <i>(student signature authorizing issuance of transcripts is mandatory)</i>	Date
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Transcript requests can be mailed/faxed/scanned and emailed or delivered in person. Please allow 3 business days for processing. Official/unofficial transcripts cannot be faxed or emailed.

<p>South Campus: G Building, Room 224 14500 E. 12 Mile Road Warren, MI 48088-3896 (P): 586.445.7999 (F): 586.445.7140</p>	<p>Center Campus: G Building, Room 110 44575 Garfield Road Clinton Township, MI 48038-1139 (P): 586.445.7999 (F): 586.226.4787</p>
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records@macomb.edu