

ACADEMIC TRANSCRIPT REQUEST

Official – Embossed with College Seal
(\$5.00 Each)

Unofficial – No College Seal
(No Fee)

Number of Copies Requested: _____

Number of Copies Requested: _____

Name: _____		
(LAST)	(FIRST)	(M.I.)
Student ID #: (8 digit number) _____		
Previous Name _____		
Date of Birth: _____	Phone Number: _____	
	(AREA CODE)	
Current Address: _____		
City: _____	State: _____	ZIP: _____
Email Address: _____		
STUDENT SIGNATURE REQUIRED		
_____		_____
(STUDENT MUST SIGN – REQUIRED)		(Date)

SEND TRANSCRIPT TO: (Must complete with exact address)

<u>CHECK ONE BOX BELOW:</u>	
<input type="checkbox"/> Please mail immediately	<input type="checkbox"/> HOLD FOR current semester grades
<input type="checkbox"/> HOLD FOR a grade change in _____ (class)	<input type="checkbox"/> HOLD FOR degree/certificate to be posted

Transcripts WILL NOT be processed, issued or mailed to any student with an outstanding debt at any of the Maricopa Colleges.

PAYMENT: Official transcripts are \$5.00 EACH, no charge for Unofficial
<i>Transcripts sent to another Maricopa Community College are FREE. Payment Options:</i>
<ul style="list-style-type: none">• Online - Pay through your Student Center (my.maricopa.edu)• Phone - (480) 461.7400• Mail - Please submit check or money order payments to the address listed at top of the form, "Attention Cashier Services" (please do not mail cash).• In Person - Cashier Office is located at both campuses, Southern & Dobson (Enrollment Center, Bldg. #39) or Red Mountain (Mesquite Bldg. #5)
Accepted payments include: Visa, MasterCard, Discover, American Express, Cash, Check and Money Order. Please do not include credit card information on transcript request form. Cash accepted in-person transactions only. Please make checks payable to MCC.