



## OFFICIAL TRANSCRIPT REQUEST

NAME (PRINT): \_\_\_\_\_

STUDENT ID#: \_\_\_\_\_ SOCIAL SECURITY #: \_\_\_\_\_

STUDENT MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_

STUDENT TELEPHONE NUMBER: \_\_\_\_\_

Hold for Current Term Grades

Hold until Degree Statement is on Record

NUMBER of TRANSCRIPTS(s) REQUESTED: \_\_\_\_\_

MAIL TRANSCRIPT TO: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

FEDERAL LAW REQUIRES THE STUDENT'S SIGNATURE.

Fees for transcripts are \$6.00 each. Fees must be paid when ordering transcripts. Students who have a financial obligation will have their transcript request returned. Make checks or money orders payable to Mountwest Community & Technical College. Please do not send cash. ALL REQUESTS WILL BE RETURNED IF THE PAYMENT IS NOT INCLUDED. Transcript request processing time is 24 to 48 hours from the time we receive the request.

**Please send your signed request along with fees to:**

Mountwest Community & Technical College  
Office of the Registrar  
P.O. Box 5500  
Huntington WV 25703

<b>OFFICE USE ONLY</b>	
Paid	<input type="checkbox"/>
Date:	_____
Initials:	_____