MUHLENBERG COLLEGE

PRINT NAME							
BERG I.D. NUMBER							
SOCIAL SECURITY NUMBER							
PRIOR SURNAME				FIRST TERM & YEAR AT 'BERG			

TRANSCRIPT REQUEST

A complete and unabridged transcript of the academic record is prepared for each student who enrolls at Muhlenberg College, and is maintained on a permanent basis in the Office of the Registrar. In addition to courses and grades, the transcript reports academic status, grade point average, and other pertinent attendance information.

Transcripts of the academic record are available in two formats:

OFFICIAL transcripts are released only upon the written consent of the student directly to a third party, such as other higher education institutions, potential employers, and government agencies. If the official transcript is released to the student, it will be released only in a sealed envelope, stamped "Released to Student." If that seal is broken, the transcript is no longer considered official.

UNOFFICIAL transcripts may be released directly to the student upon request.

In compliance with federal law, Muhlenberg's student information release policy permits the release of personally identifiable information from a student's education record only with the written consent of the student. **The student, and that student alone, is the only person with release rights to his/her records.**

DELIVER TO:

Transcript delivery:

- ☐ Hold for pick-up
- ☐ Mail to following address

MAILING ADDRESS

NAME OR ORGANIZATION		
ADDRESS		
CITY	STATE	POSTAL CODE

HANDLING INSTRUCTIONS:

Transcript type:

- ☐ Official
- ☐ Official, released in sealed envelope to student
- ☐ Unofficial – no fee

Number of Copies: _____

Processing Instructions (check all that may apply):

- ☐ Normal Processing - $5.00
- ☐ On-Demand - $20.00
- ☐ On-Demand / Overnight Shipping - $35.00
- ☐ Hold until grades are available for current term
- ☐ Hold until specified date: _____ DATE

Payment Method:

- ☐ Cash
- ☐ Check (MAKE CHECK PAYABLE TO MUHLENBERG COLLEGE)

OFFICE USE:

Payment received: _____ DATE

CURRENT CONTACT INFORMATION:

NAME	TELEPHONE	
ADDRESS		
CITY	STATE	POSTAL CODE

_____ STUDENT SIGNATURE

_____ DATE