

MUHLENBERG

COLLEGE

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

PLEASE PRINT CLEARLY

TRANSCRIPT REQUEST

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. See Handling Instructions for fees.

UNOFFICIAL transcripts may be printed by the student through CapStone Online or released directly to the student upon request.

In compliance with federal law, **the student, and that student alone, is the only person with release rights to his/her records.**

DELIVER TO:		
Transcript delivery:		
<input type="checkbox"/> Hold for pick-up <input type="checkbox"/> Mail to following address		
MAILING ADDRESS PLEASE PRINT CLEARLY		
NAME OR ORGANIZATION		
PHONE NO (if On-Demand/Overnight Shipping Only)		
ADDRESS		
CITY	STATE	ZIP CODE

HANDLING INSTRUCTIONS:	
Transcript type: <input type="checkbox"/> Official <input type="checkbox"/> Official, released in sealed envelope to student <input type="checkbox"/> Unofficial – Scanned to email: <input type="checkbox"/> Unofficial – NO FEE (3-5 business days)	Number of Copies: _____ _____ (email address)
Processing Instructions (check all that may apply): <input type="checkbox"/> Normal Processing - \$5.00 (3-5 business days) <input type="checkbox"/> Scan Processing - \$5.00 (3-5 business days) <input type="checkbox"/> On-Demand - \$20.00 (same day USPS) <input type="checkbox"/> On-Demand / Overnight Shipping - \$35.00 (STREET ADDRESS ONLY: cannot be delivered to a P.O. Box, Hall, or Building Name) <input type="checkbox"/> Hold until grades are available for current term	
Payment Method: <input type="checkbox"/> Cash <input type="checkbox"/> Check (MAKE CHECK PAYABLE TO MUHLENBERG COLLEGE)	OFFICE USE: Payment received: _____ DATE

CURRENT CONTACT INFORMATION: in case we need to contact you. Please complete.		
NAME	TELEPHONE	
	EMAIL ADDRESS	
ADDRESS		
CITY	STATE	ZIP CODE

_____ STUDENT SIGNATURE

_____ DATE