



# TRANSCRIPT REQUEST

PRINT NAME									
Social Security Number									
OR Berg ID Number									
PRIOR SURNAME (IF ANY)						FIRST TERM AND YEAR AT 'BERG			

PLEASE PRINT CLEARLY

Transcripts of the academic record are available in two formats:

**OFFICIAL** transcripts are released directly to a third party, such as other higher education institutions, potential employers, and government agencies, **only upon the written consent of the student**. 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. Fees apply; see Handling Instructions.

**OFFICIAL** e-transcripts may only be ordered **online** through the **National Student Clearinghouse**.

**UNOFFICIAL** transcripts may be released directly to the student upon request, as a hard copy or electronically. There is no fee.

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

DELIVER TO:		
<input type="checkbox"/> Hold for pick-up <input type="checkbox"/> Mail to following address		Number of Copies:
MAILING ADDRESS PLEASE PRINT CLEARLY		
NAME OR ORGANIZATION		
PHONE NUMBER (for On-Demand FedEx Overnight shipping only)		
ADDRESS		
CITY	STATE	ZIP CODE

HANDLING INSTRUCTIONS:		
Transcript type: <input type="checkbox"/> Official, mailed to third party – FEE <input type="checkbox"/> Official, released in sealed envelope to student–FEE <small>*Official pdf copies may be requested <b>online only</b></small>		<input type="checkbox"/> Unofficial*, print copy – NO FEE <input type="checkbox"/> Unofficial*, pdf copy emailed to student – NO FEE <small>*Normal Processing only (i.e. 3-5 business days)</small>
Processing Options (check all that may apply): <input type="checkbox"/> Normal Processing: 3-5 business days – \$5.00 <input type="checkbox"/> On-Demand: Same-Day Processing, delivered standard USPS – \$20.00, includes transcript fee <input type="checkbox"/> On-Demand: FedEx Overnight Shipping – \$35.00 ( <b>Street Address Only</b> —cannot be delivered to a P.O.Box, Hall, Bldg Name, etc. <b>Request must be received by 2:00 pm</b> ), includes transcript fee <input type="radio"/> Hold until grades are available for current term		
Payment Method: <input type="checkbox"/> Cash <input type="checkbox"/> Check (MAKE CHECK PAYABLE TO MUHLENBERG COLLEGE)	<b>OFFICE USE:</b> Payment received: _____ <div style="text-align: right;">DATE</div>	

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

STUDENT SIGNATURE

DATE