



TRANSCRIPT REQUEST FORM

www.mineralarea.edu

(573) 518-2119
Fax: (573) 518-2166

Registrar's Office
P.O. Box 1000
Park Hills, MO 63601

Student Name: _____ Previous/Maiden/Other Names: _____

MAC ID# or SSN: _____ Birth Date: _____ Phone #: _____

Present Address: _____ City: _____ State: _____ Zip: _____

_____ e-mail: _____

(SIGNATURE: I hereby Authorize the release of my transcript as indicated)

Are you a currently enrolled student? Yes No

- Send now (allow 24-48 hours for processing) **\$5.00**
- Send after final grades: Spring Summer Fall **\$5.00**
- Send after graduation is posted: Spring Summer Fall **\$5.00**
- Hold for student pick-up (ID required) **\$5.00**
- Fax and mail (When faxing, we also mail a copy) **\$8.00**

Provide Fax # **ONLY** if requesting fax: _____

PLEASE MAIL TRANSCRIPT TO:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Cash, Check, or Money Orders payable to **MINERAL AREA COLLEGE**

Credit Card: Visa Mastercard Discover

_____ Credit Card Number _____ Expiration Date _____

TRANSCRIPTS CAN ONLY BE PROCESSED WHEN FEE HAS BEEN RECEIVED

- Allow 2-3 working days for processing all transcript requests. Additional time is required for processing at the end of the semester.
- **No transcript will be furnished when Financial Aid, Student Services, Business Office, College Park, Library, or other obligations have not been satisfied.**
- Federal Law prohibits release of this transcript or its contents to any party without the written consent of the student.
- An official transcript is one mailed directly to the college or university from Mineral Area College.
- **All transcripts released to student are stamped "Issued to Student"** Some institutions will not accept transcripts unless mailed from the Registrar.
- Transcripts from high schools or other colleges cannot be duplicated. You must contact them directly for transcripts.

Payment received _____/Credit Card Charge _____

FOR OFFICE USE ONLY

Date Sent _____

Date Received _____ by _____

Processed by _____