



# TRANSCRIPT REQUEST FORM

[www.mineralarea.edu](http://www.mineralarea.edu)

(573) 518-2130

Fax: (573) 518-2166

Registrar's Office  
PO Box 1000  
Park Hills MO 63601

Student Name \_\_\_\_\_ Previous/Maiden/Other Names \_\_\_\_\_

Social Security # \_\_\_\_\_ Birth Date \_\_\_\_\_ Phone # \_\_\_\_\_

Present Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### **Transcripts can only be processed when fee has been received.**

- Send when received **\$4.00** Cash, Check, or Money Order payable to Mineral Area College
- Send after final grades:  Spring  Summer  Fall **\$4.00**
- Send after graduation is posted:  Spring  Summer  Fall **\$4.00** Credit Card:  Visa  Mastercard  Discover
- Fax; mail to same location **\$8.00**

**Fax Number:** \_\_\_\_\_  
(Fax # & address required when faxing)

\_\_\_\_\_/\_\_\_\_\_  
(Credit Card #) (Expiration Date)

#### PLEASE SEND TRANSCRIPT TO:

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**No transcript will be furnished when Financial Aid, Student Services, Business Office or Library 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 students 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.

**(Signature: I hereby authorize the release of my transcript as indicated.)**

**Your original signature must be included. Computer generated signatures are not valid.**

Payment Received \_\_\_\_\_/Credit Card Charge \_\_\_\_\_

**For Office Use Only**

Date Sent \_\_\_\_\_

Date Received \_\_\_\_\_

Processed by \_\_\_\_\_