



**Office of The Registrar**

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Fax (508) 872-4067  
Fax (508) 881-2513  
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# TRANSCRIPT REQUEST

**Note:** A request for transcripts "On Demand" requires a \$10.00 fee in cash, check or money order. Make checks payable to Massachusetts Bay Community College. Up to 20 per year, official transcripts are mailed free, 21 or more requires \$5.00 fee. **Transcripts cannot be e-mailed or faxed.**

**PLEASE PRINT CLEARLY**

- 1. MassBay 7-digit student ID number: \_\_\_\_\_
- 2. Social Security Number (optional) \_\_\_\_\_
- 3. Current Full Name \_\_\_\_\_
- 4. Previous/ Maiden/ or Other Name Used: \_\_\_\_\_
- 5. Street Address \_\_\_\_\_  
City / State / Zip code \_\_\_\_\_  
 Check if new address
- 6. Phone ( \_\_\_\_\_ ) \_\_\_\_\_ Alternate Phone ( \_\_\_\_\_ ) \_\_\_\_\_
- 7. E-mail Address \_\_\_\_\_
- 8. Approximate Dates of Attendance: From: \_\_\_\_\_ To: \_\_\_\_\_
- 9. Date or Year Graduated: \_\_\_\_\_
- 10.  Official Transcript      Number of Copies Requested \_\_\_\_\_  
 Unofficial Transcript      Number of Copies Requested \_\_\_\_\_
- 11. Hold for Final Grades:     Fall                       Spring                       Summer                      Hold until my degree is posted   
Send Immediately                       (Please provide recipient name/address in the space below)  
I will Pick-up My Transcripts                       (**Note:** Transcripts picked up by students themselves require a picture-identification. Transcripts picked up by a person other than the students themselves will require a written and signed permission by the student.)
- 12. Name \_\_\_\_\_
- 13. Address Line-1 \_\_\_\_\_
- 14. Address Line-2 \_\_\_\_\_
- 15. City / State / Zip code \_\_\_\_\_
- 16. Student Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>FOR OFFICIAL USE ONLY</b>
Date received in office: _____
Date completed: _____
Processed by: _____

Mail Transcripts To:

- 12. Name \_\_\_\_\_
- 13. Address Line-1 \_\_\_\_\_
- 14. Address Line-2 \_\_\_\_\_
- 15. City / State / Zip code \_\_\_\_\_
- 16. Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Note:** Transcripts requests will not be processed if there is a 'HOLD' placed on student's record for any reason. Transcripts are only issued at the written and signed request of the students. **No requests for transcripts will be accepted in the e-mail or fax, and they will not be processed.**