

## TRANSCRIPT REQUEST

**Note:** A request for transcripts "On Demand" requires a \$10.00 fee in cash, for each copy of official-transcript. Up to 20 per year, official transcripts are mailed free, 21 or more requires \$5.00 fee per copy. **E-mailing or faxing-in requests for official transcripts is not a secure way of exchanging information and we strongly discourage you from doing so. Furthermore, 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     Winter     Hold until my degree is posted  
  
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.)  
  
Send Immediately       (Please provide recipient name/address in the space below)
- Mail Transcripts To:
12. Name \_\_\_\_\_
13. Address Line-1 \_\_\_\_\_
14. Address Line-2 \_\_\_\_\_
15. City / State / Zip code \_\_\_\_\_
16. Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICIAL USE ONLY**

Date received in office:  
\_\_\_\_\_

Date completed:  
\_\_\_\_\_

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

**Note:** Transcript 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. **E-mailing or faxing requests for official transcripts is not secure way of exchanging information and we strongly discourage you from doing so.**