

Massachusetts College of Liberal Arts
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Official Transcript Request Form

MCLA policy prohibits faxing transcripts.

Please allow 3-5 days processing or up to 3 weeks during peak processing time.

Total Number of transcripts requested x\$5 per copy

Payment Options: Please check method of payment

- Checks: Mail this form along with a check payable to MCLA
- Credit Card: Pay online at www.mcla.edu/studentaccounts , then Pay Online Now
- Cash: Pay in person at the Registrar's Office M-F from 8:30am to 4:45pm

Attendance prior to 1989 (check if yes)

Date _____ Student Signature (required) _____

Name _____
Last First Maiden Name (if applicable)

Current Address _____

Student ID: A _____

SSN # _____

Date of Birth _____

E-Mail _____

() _____

Phone _____

Check One

- Process Immediately
- Hold for Grades
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Mailing Information

1. If you would like a transcript mailed to the address below please check the box:

New York State Education Department
Office of Teaching Initiatives, Room 5N-EB
89 Washington Avenue
Albany, NY 12234

2. Send Transcript to: above address (please check)

3. NAME AND ADDRESSE(S) to be mailed to: **Please use complete name and address(s)**

1. _____

2. _____
