

Official Transcript Request Form

MCLA policy prohibits faxing transcripts.

Please allow 3-5 days processing.

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 on the right hand side, click Miscellaneous Payments
- Cash: Pay in person at the Registrar's Office M-F from 8:30am to 4:45pm

Date

Total Number Requested (\$5 per copy)

Attendance prior to 1989

Student Signature (**Required**)

Last Name

First Name

Maiden Name

Current Address

Student ID #

SSN #

Date of Birth

Phone

Check One

- Process Immediately
- Graduation/Certification
- Hold for Grades

Email Address

Mailing Information

Send Transcript to my current address

Pick up at the Registrar's Office

Name and Address to be Mailed

Name and Address to be Mailed

Optional

- Scholarship
- Another School
- Employment
- Certification
- Other