

Massachusetts College of Liberal Arts
375 Church Street North Adams MA 01247
Phone 413-662-5216 Fax 413-662-5095

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 Pay Online Now
- 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

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Optional

- Scholarship
- Another School
- Employment
- Certification
- Other