

MUSKINGUM

U N I V E R S I T Y

Muskingum University – 163 Stormont Street – New Concord, OH 43762
Phone 740-826-8164 Fax 740-826-8196

Transcripts will be processed within 5 business days of receipt of transcript request.

Instructions: Please complete a separate form for each send to address. Your transcripts will not be released if you have a financial obligation to Muskingum University.

Signature _____

Name _____

Student ID# _____

Maiden Name _____

Address _____

City/State/Zip _____

Telephone _____

Email _____

Date of Birth _____

Programs of Enrollment:

- Undergraduate Post-Baccalaureate
 Graduate

Currently Enrolled Yes No

Dates of Attendance _____

Number of Transcripts Requested _____

- Transcripts - \$5.00 each.
 Unofficial Faxed transcripts - \$10.00 (includes a mailed copy to the same party if an address is provided).
 Rush transcript requests - \$15.00.

Before ordering rush transcripts, contact the Registrar's Office for availability – 740-826-8164 ext 0
Acceptable forms of payment include check, money order or credit card including Master Card, Visa and Discover.

Credit Card # _____

Expiration Date _____ 3 digit security code _____

Please tell us how to process your request:

- Send to my campus mail
- Hold transcript for pick-up. I understand that I must present a photo ID to receive the transcript.

- Release transcript to:

I understand that the person this transcript is released to must present a photo ID to receive the transcript.

- Fax transcript to the individual and number shown below. Fax requests will be processed within 1 business day of receipt of request. **All faxed transcripts are unofficial.**

- Mail transcript to the address show below:
- as soon as possible
 - after the grade submission deadline for the current semester/term/session has passed.
 - After degree posts
 - Rush

If you took a continuing education class/seminar, call the Graduate Programs Office at 740-826-8038 to ensure the class and grade are posted before requesting a transcript.

Send transcript to:

For Office Use Only

Date Prepared _____

Prepared by _____

Date Mailed/Faxed _____