

Transcript Policy:

1. There is a processing fee of \$5.00 for each transcript and a two week processing period.
2. Same Day processing fee \$10.00 per transcript/Overnight Transcript processing fee: \$15.00
3. The College reserves the right to withhold, deny or cancel any transcript request due to financial holds and fees due for any course, program of study or degree, at anytime, or for any other reason.

Please print form; fill out required information, sign and mail or fax to the address listed below.

| | |
|---|---|
| Date requested: _____ Date of birth: _____ Jasper Net ID: _____ | |
| Name: _____ Email: _____ <div style="display: flex; justify-content: space-around; font-size: small;"> Last Maiden First </div> | |
| Telephone: _____ <div style="display: flex; justify-content: space-around; font-size: small;"> Home Work or Cell </div> | |
| Update official school records? Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| Address: _____ <div style="display: flex; justify-content: space-between; font-size: small;"> Street City State Zip </div> | |
| Status: <input type="checkbox"/> Alumni <input type="checkbox"/> Current Undergraduate <input type="checkbox"/> Current Graduate <input type="checkbox"/> Other | |
| College: <input type="checkbox"/> Liberal Arts <input type="checkbox"/> Business <input type="checkbox"/> Education & Health <input type="checkbox"/> Engineering <input type="checkbox"/> Science | |
| OR | |
| Degree(s), if any earned: _____ | |
| Dates of attendance: _____ | |
| Reason for transcript request – (Please choose below): | |
| <input type="checkbox"/> Scholarship <input type="checkbox"/> Study abroad <input type="checkbox"/> Transfer <input type="checkbox"/> Graduate studies <input type="checkbox"/> Employment <input type="checkbox"/> Other | |
| Transcript type needed: <input type="checkbox"/> Official to institution <input type="checkbox"/> Official sealed to student <input type="checkbox"/> Student copy | |
| Time requested: <input type="checkbox"/> Please process <input type="checkbox"/> Please hold for end of current semester grades | |
| _____ # of official copy | _____ # of unofficial copy (student copy) |
| Send to: _____ _____ _____ _____ | _____ _____ _____ _____ |
| Please attach or write on the back for additional addresses → | |
| Advanced Payment is required and can be made at: www.manhattan.edu/paytranscripts | |
| ORDER#: _____ | |

***Requestors Signature – Approval to Release Transcript (Required)**