



Transcript Policy:

1. There is a processing fee of \$5.00 for each transcript and a five to seven day processing period.
2. Same Day processing fee \$10.00 per transcript/ Overnight Transcript processing fee: \$15.00 per transcript
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.

This form cannot be submitted electronically. Please print form; fill out required information, sign and mail or fax to the address listed below.

Date requested: _____ Date of birth: _____ Student ID#: _____

Name: _____ Email: _____
Last Maiden First

Telephone: _____
Home Work or Cellular

Update official school records? Yes No

Address: _____
Street City State Zip

Status: Alumni Current Undergraduate Current Graduate Other

College: Arts Business Education & Health Engineering Science SCPS

OR

Degree(s), if any earned: _____

Dates of attendance: _____

Reason for transcript request – (Please choose below):

Scholarship Study abroad Transfer Graduate studies Employment Other

Transcript type needed: Official to institution Official sealed to student Student copy

Time requested: Please process 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 address →

Advanced Payment is required and can be made at: <http://www.manhattan.edu/paytranscripts>

ORDER#: _____ (write down the order number for your payment)

Signature Required-Approval to Release Transcript (Required)