

TRANSCRIPT REQUEST FORM

Transcripts can conveniently be ordered online! See the Admissions & Records webpage for details.

Incomplete or illegible forms will not be processed

Name _____ Last First MI	Student ID or SSN ____ / ____ / ____
All previous names used _____	Date of Birth _____
Address _____	Phone (____) _____
City State Zip	Email _____
First semester/year enrolled at MPC _____ Last semester/year enrolled at MPC _____	
Full name and address of recipient: <input type="checkbox"/> Same as above <input type="checkbox"/> Pick up	
_____ _____ _____	
Number of copies _____	
<input type="checkbox"/> Send transcript routine (up to 10 business days to process): \$5.00 per copy _____ cash / check / money order	
<input type="checkbox"/> Send / pick up rush (processed within 24 hours): \$15.00 per copy _____ cash / check / money order	
Note: To order with a credit card, please order transcripts through the National Student Clearinghouse (www.studentclearinghouse.org). Admissions & Records cannot process credit card payments for transcripts.	
<i>I authorize MPC to release a transcript to the above recipient:</i>	
_____ Student Signature	_____ Date
Return completed form with payment to: Admissions & Records Office 980 Fremont Street Monterey, CA 93940	