

# TRANSCRIPT REQUEST FORM

To receive an "OFFICIAL" transcript, you must be cleared through the business office.

No official transcript will be issued to a student who is indebted to the college.

## Student Information

Name \_\_\_\_\_  
Former/Maiden Name \_\_\_\_\_  
Dates of Attendance \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Phone ( ) -- \_\_\_\_\_  
Email \_\_\_\_\_

## Transcript(s) Needed By

- Mail or Pickup by this date \_\_\_\_\_  
 After final grades are posted  
 After graduation & final audit

## Deliver To

Pick up by: \_\_\_\_\_  
Fax to: \_\_\_\_\_  
Mail to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Transcript Fees

- ❖ \$0.00 - All unofficial copies
- ❖ \$3.00 - per "Official" copy Mailed or picked up
- ❖ \$5.00 - Unofficial FAX'd & Official mailed

Number of Unofficial copies: \_\_\_\_\_

Number of "Official" copies: \_\_\_\_\_

Total Cost of "Official" Copies Due: \_\_\_\_\_

Paid by: (Cash, Check, Credit Card) \_\_\_\_\_



Registrar's Office (405) 692-3149  
Fax (405) 692-3279

You may FAX this request with Credit Card information to cover cost of transcript or call the business office, (405) 692-3192 for credit card payments and give credit card information directly. Otherwise, send this request with a check or money order to 3500 SW 119th, OKC, OK, 73170.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Student Social Security #**

## CREDIT CARD AUTHORIZATION

I AUTHORIZE Mid-America Christian University to charge \$ \_\_\_\_\_ to my credit card.

Name on Card: \_\_\_\_\_

Billing Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: ( ) \_\_\_\_\_

\_\_\_\_\_  
Signature of Cardholder

\_\_\_\_\_  
Date

## CREDIT CARD INFORMATION

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Card Type: \_\_\_\_\_ VISA or \_\_\_\_\_ MASTER CARD

## STUDENT INFORMATION

\_\_\_\_\_  
Name

\_\_\_\_\_  
SSN #

(Last 4 digits)

