

OFFICE OF THE REGISTRAR

*Please note: your transcripts cannot be released if  
you have any financial obligations to the college.*

*Please print neatly below*

Last Name: _____	First Name: _____
Student Number: _____	Mailbox: _____
Name while enrolled (if different from above): _____	

**GENERAL INFORMATION:**

Last Four Digits of Your Social Security Number (if applicable): \_\_\_\_\_

Major: \_\_\_\_\_ Program:  Degree  Diploma

**PLEASE FILL OUT THE FOLLOWING IF YOU ARE NOT A CURRENT STUDENT:**

First semester of attendance: \_\_\_\_\_ Last semester of attendance: \_\_\_\_\_

Have you graduated?  Yes  No Graduation Date: \_\_\_\_\_

I require (#) \_\_\_\_\_ **OFFICIAL transcript(s)**

*OFFICIAL TRANSCRIPT: A college document with the college seal and the facsimile signature of the Registrar. An official transcript is usually issued directly to educational institutions or prospective employers. If issued to a student, it is placed in a sealed envelope, not to be opened by the student.*

Check this box to include final grades from the current semester.

**PLEASE FORWARD MY TRANSCRIPTS TO:**

- Office of the Registrar (student pickup)
- My student mailbox
- Address below (Please use the back of this form for additional addresses.)

_____	_____
_____	_____
_____	_____

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Please return your completed form to the Office of the Registrar, 921 Boylston Street, Suite 120

**Office of the Registrar Use Only**

Processed by: \_\_\_\_\_ Date Completed: \_\_\_\_\_