



# MOUNT OLIVE COLLEGE

TRANSFORMING EDUCATION.  
TRANSFORM YOUR LIFE.

Office of the Registrar – Mount Olive College  
634 Henderson Street  
Mount Olive, North Carolina 28365  
919-658-7179 FAX / 919-658-7835 PHONE

**Current students please check your record online at [www.moc.edu](http://www.moc.edu). Holds for any reason will prevent transcript release.**

**Instructions:** Complete this form with all applicable information. Fee payment and student signature are both required at time of ordering Official Transcript(s). Please provide accurate address information for each destination and the number of copies to be mailed. It is the student's responsibility to provide accurate information on this form. Please refer to [www.moc.edu/academic/registrar/transcripts](http://www.moc.edu/academic/registrar/transcripts) for further information.

### Official Transcript Fees

\$5.00 per copy for both Official and Unofficial Transcripts (Faxed transcripts may be considered unofficial by the receiving party).

Note: A student's first transcript will be issued free of charge.

### Student Information (Please Print or Type)

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First Middle/Maiden*

Signature: \_\_\_\_\_ Other Names Used: \_\_\_\_\_

Note: Request will not be processed without authorized signature

College Student ID number (PCID) or Social Security Number \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_  
*Street*

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
E-mail Address: \_\_\_\_\_ (in case we need to contact you)

Dates of MOC Attendance: \_\_\_\_\_

I am currently attending:  Yes  No If no -year last attended: \_\_\_\_\_  Fall  Spring  Summer

Location:  Goldsboro  Jacksonville  Mount Olive  New Bern  Raleigh  Washington  Wilmington

Did you earn a degree at Mount Olive College:  Yes  No Degree awarded: \_\_\_\_\_ Date graduated: \_\_\_\_\_

### Service Desired

- Hold for pickup Pick-up Date: \_\_\_\_\_  Release to a second party: \_\_\_\_\_
- Send now. *(ID required)* *Print Name (ID required)*
- Hold for most recent semester grades (processing can take up to two weeks after end of semester). Please indicate Session: \_\_\_\_\_
- Hold for degree posting (processing can take up to one month after graduation date). Indicate expected date of graduation: \_\_\_\_\_
- I have a special deadline as indicated: \_\_\_\_\_
- Please mail \_\_\_\_\_ copy(s) each to the location(s) below.

### Destination 1:

Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State/Country \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

### Destination 2:

Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State/Country \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

Signature: \_\_\_\_\_ Credit Card Type VISA  MC  Number: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Note: Signature required for Credit Card Transactions