

Messiah College

Transcript Request Form (Please type in the fields below)

To comply with Federal regulations governing the privacy of educational records, Messiah College requires the signature of the student to release record.
(Omission of the signature will result in delays in processing)

Signature: _____ /Date: _____

Print Name: _____

First

M.I.

Last

Attended as Name (if different from above): _____

Student ID# or last four digits of SS#: _____

Address: _____

Birth date: _____

City: _____

Email: _____

State/Zip: _____ / _____

_____ / _____

Semester last attended: _____

Home / Cell Phone

Work Phone

Send _____ copy(s) to:

Send _____ copy(s) to:

Fax No. _____

Fax No. _____

Financial Obligation to the College must be satisfied before transcripts can be released. Payment must accompany the transcript request. Please indicate the method of service and payment you are requesting.

Service Requested: *(Please check only one)*

- 3-4 Day Mail
first 3 copies free, \$2 per additional copy
- Same DayMail--
\$7.00 per copy
- Guaranteed Overnight Delivery
\$18.00 + \$7.00 per copy
- Same Day Fax
\$12.00 (original copy mailed)

Method of Payment:

- No Charges
- Check enclosed for the amount of: _____
- Visa or MasterCard: _____
Visa/MasterCard #: _____
Expiration date: _____
- Mail now
- Mail after current grades are posted
- Mail after degree is posted

Transcripts Fax #: 717.796.5373

Please read the following definitions before ordering:

- **Regular processing:** On average, 3 to 4 days from the date the request is received, the transcript is mailed by regular first-class delivery.
(Cost is free for 3 copies max. per week. Additional copies will be \$2.00 each)
- **Same day service:** Requests received by 11:00 a.m. on a normal business day will be mailed that same day by regular first-class delivery. Requests received after 11:00 a.m. will be mailed the following business day.
(Cost is \$7.00 per transcript)
- **Guaranteed overnight deliver:** Requests received by 11:00 a.m. on a normal business day will be sent via courier service. Requests received after 11:00 a.m. will be sent the following business day. Delivery period begins at the time of mailing.
(Cost is \$18.00 shipping and \$7.00 per transcript)
- **Same day fax service:** Requests for transcripts to be faxed will be processed that day if the request is received by 11:00 a.m.. This includes an additional transcript sent to the same destination via regular processing.
(Cost is \$12.00 for fax transmission within the Continental United States. Fees for fax transmissions to International locations, and Alaska and Hawaii, are higher depending on location. Please contact the Registrar's Office for specific fee.)

Please mail, fax, or scan and send to the Office of the Registrar at:

**Mail: Office of the Registrar
Messiah College
Box 3007
Grantham, PA 17027**

Fax: 717.796.5373

**Email: (Karen Helm)
transcripts@messiah.edu**

**For questions call:
717.691.6074**