

TRANSCRIPT REQUEST FORM

Minneapolis College of Art and Design

Records Office

2501 Stevens Avenue

Minneapolis, Minnesota 55404

Please supply ALL of the information requested below and either mail or bring your request form and payment to the above address. Thank you!

Name				
	<i>Last</i>	<i>First</i>	<i>Middle</i>	<i>Maiden</i>
SSN			Birthdate	

Address _____

Street *City* *State* *Zip*

Phone # _____

Are you currently enrolled at MCAD? Yes No

If no, indicate last date attended:

Transcripts requested: _____ Official
 _____ Unofficial
 _____ Total number of transcripts

Check one:

_____ I will pick up my transcript at the Records Office

_____ Please put my transcript in MCAD box # _____

_____ Please send my transcript(s) to the following address:

Name/Title

School/Employer _____

Address _____

Street City State Zip

Signature _____

Date _____

TRANSCRIPT FEES

Unofficial transcripts are free of charge for current MCAD students. Unofficial transcripts for non-current students are \$3.00 each. Official transcripts for all current and former students are \$5.00 each. All Rush orders are \$10.00 each.

All transcripts are sent via regular US mail. If you would like your transcript sent by other means, you must enclose an addressed, pre-paid Priority Mail, Express Mail, or Federal Express envelope with your request. Checks or money orders can be made out to MCAD. Please do not mail cash. Credit card payments are not accepted at this time.

If you have any questions, please contact MCAD Records at 612.874.3727.