

TRANSCRIPT REQUEST

Note: A request for transcripts "On Demand" requires a \$10.00 fee in cash, for each copy of official-transcript. Up to 20 per year, official transcripts are mailed free, 21 or more requires \$5.00 fee per copy. **E-mailing or faxing-in requests for official transcripts is not a secure way of exchanging information and we strongly discourage you from doing so. Furthermore, transcripts cannot be e-mailed or faxed.**

PLEASE PRINT CLEARLY

1. MassBay 7-digit student ID number: _____
a. OR
2. Social Security Number (optional): _____
3. Date Of Birth: _____
4. Current Full Name: _____
5. Previous/ Maiden/ or Other Name Used: _____
6. Street Address: _____
City / State / Zip code: _____

☐ Check if new address

7. Phone: (____) _____ Alternate Phone: (____) _____
8. E-mail Address: _____
9. Approximate Dates of Attendance: From: _____ To: _____
10. Date or Year Graduated: _____

11. ☐ Official Transcript Number of Copies Requested _____
☐ Unofficial Transcript Number of Copies Requested _____

12. Hold for Final Grades: ☐ Fall ☐ Spring ☐ Summer ☐ Winter ☐ Hold until my degree is posted

I will Pick-up My Transcripts ☐

(Note: Transcripts picked up by students themselves require a picture-identification. Transcripts picked up by a person other than the students themselves will require a written and signed permission by the student, in addition to a photo identification.)

Send Immediately ☐

(Please provide recipient name/address in the space below)

Mail Transcripts To:

13. Name: _____
14. Address Line-1: _____
15. Address Line-2: _____
16. City / State / Zip code: _____

17. Student Signature: _____ Date: _____

FOR OFFICIAL USE ONLY

Date received in office:

Date completed:

Processed by:

Note: Transcript requests will not be processed if there is a 'HOLD' placed on student's record for any reason. Transcripts are only issued at the written and signed request of the students, or requests made through Student Center of Bay Navigator. **E-mailing or faxing requests for official transcripts is not secure way of exchanging information and we strongly discourage you from doing so.**