

# MARIETTA COLLEGE

Records Office  
215 Fifth Street  
Marietta, OH 45750  
Phone - (740) 376-4723  
FAX - (740) 376-4729



## TRANSCRIPT REQUEST

\_\_\_\_\_ Send Now  
\_\_\_\_\_ Send after grades posted  
\_\_\_\_\_ Send after degree posted

**Students and alumni who enrolled in 08/1985 or later are encouraged to visit Transcripts on Demand (<https://iwantmytranscript.com/marietta>) to order official transcripts.**

***\*\*Select electronic delivery for the quickest and most cost effective delivery.\*\****

Amount Enclosed (please see rate schedule below): \_\_\_\_\_ Check Number: \_\_\_\_\_

If paying by credit or debit card ((VISA, Master Card, or Discover), please provide:

Card Number \_\_\_\_\_

CVV Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Cardholder name: \_\_\_\_\_

Cardholder address: \_\_\_\_\_

Cardholder daytime phone: \_\_\_\_\_

Student Name: \_\_\_\_\_  
Last Former/Maiden First Middle

Year Last Attended: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Social Security or MC ID #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

Send To - Please Print or Type Clearly.

***\*Overnight/Second-day/International Deliveries cannot be sent to P.O. Box***

Include fax number for unofficial transcript requests only. Please complete a separate form for each address.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Official transcripts will not be released if the student's financial obligations to the college have not been satisfied. Transcripts released to students will be stamped "Issued to Student" and placed in a sealed envelope bearing the Registrar's signature across the seal. **Failure to complete the form in its entirety may result in delays in processing.**

Please check service(s) requested and note applicable fees.

- \_\_\_\_\_ Unofficial transcript - No Charge (may be faxed)  
\_\_\_\_\_ Official Transcripts - \$10.00 per transcript (Processing 3-5 business days upon receipt)  
\_\_\_\_\_ Expedited Transcript - \$15.00 per transcript (Processed within one business day-sent standard mail)  
\_\_\_\_\_ \*Overnight Delivery - \$15.00 per transcript + \$30.00 shipping fee per address  
\_\_\_\_\_ \*Second-day Delivery - \$15.00 per transcript + \$25.00 shipping fee per address  
\_\_\_\_\_ International Delivery, FedEx air - Applicable transcript fee + \$60.00 shipping fee per address

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

*The Family Educational Rights and Privacy Act requires the consent of the student to release academic records.*

**For Office Use Only: Date Sent: \_\_\_\_\_ Initials: \_\_\_\_\_**