

MILES COLLEGE  
P. O. Box 39800  
Birmingham, AL 35208  
(205) 929- 2598 (Fax) Business Office  
(205) 929-1421 (Fax) Register Office  
(205) 929-1431  
(205) 929-1424

Office of the Academic Records

## TRANSCRIPT REQUEST

Today's Date \_\_\_\_\_ SS# \_\_\_\_\_

Student # \_\_\_\_\_

Name \_\_\_\_\_

                    Last                                      First                                      MI                                      Maiden  
Date of Birth \_\_\_\_\_ Telephone (    ) \_\_\_\_\_

Address \_\_\_\_\_  
                    Street                                      City                                      State                                      Zip

Are you currently enrolled? Yes  No

When were you last enrolled? \_\_\_\_\_

Are you a graduate of Miles? Yes  No  Undergraduate Yes  No

**Processing Options as follows:**

**Delivery method as follows:**

Same Day

Mail (\$10.00)

After grades are posted

Hold for pickup (\$10.00)

FedEx (\$18.50) Next Day + (\$10.00) Transcript

Forward Transcript to: (Please Print)  
(Students are responsible for  
address) \_\_\_\_\_

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**For Business Office Use Only**

Number of copies \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Transcript fee paid? \_\_\_\_\_  
Account cleared? \_\_\_\_\_  
Do not release/Amount due \$ \_\_\_\_\_  
Authorized by: \_\_\_\_\_

Note: Within **one year** after graduation, the first copy your transcript is without charge. For each additional copy, there is a charge of **\$10.00** to be paid to the Business Office.