

MENLO COLLEGE TRANSCRIPT REQUEST FORM

Office of the Registrar
1000 El Camino Real
Atherton, CA 94027
Phone: 650-543-3737
Fax: 650-543-4103



PLEASE PRINT LEGIBLY.

Name while attending Menlo College: _____
Last First Middle

Student ID #: _____ Social Security #: _____ Date of Birth: _____

Period of Attendance: _____ Date of Graduation: _____

Current Mailing Address: _____
Number and Street Box/Apartment

_____ City State ZIP

Current Phone #: _____ Email: _____

Student Signature: _____ **Date:** _____
Transcript WILL NOT be released without signature

PLEASE COMPLETE ONE "SEND TO" SPACE
FOR EACH DIFFERENT ADDRESS.
PLEASE WRITE DOWN A SPECIFIC OFFICE OR RECIPIENT IF
SENDING TRANSCRIPT TO ANOTHER SCHOOL.

SEND TO:

.....

[] Official [] Unofficial [] Hold for Pick Up
 Number of copies to this address: _____

SEND TO:

.....

[] Official [] Unofficial [] Hold for Pick Up
 Number of copies to this address: _____

SEND TO:

.....

[] Official [] Unofficial [] Hold for Pick Up
 Number of copies to this address: _____

PROCESSING TIME: Transcript requests are processed within five (5) working days upon receipt and sent via 1st Class Mail. Your request **WILL NOT** be processed if official documents are missing from your file or if there is an outstanding balance on your account in the Business Office.

FEES:

Official Transcript	\$6.00
Official Transcript – each additional copy on the same request	\$3.00
Unofficial Transcript – each copy	\$3.00

EXTRA SERVICES -add fee to cost of transcript; each service is separate- check all that apply:

SPECIAL PROCESSING SERVICE:

Rush Processing (entire request is processed within 24 hours upon receipt) **Add \$20.00**

SPECIAL MAILING SERVICES:

- Expedited Domestic Delivery (Next business day delivery – Fed Ex) **Add \$20.00 per address**
- Expedited International Delivery (Fed Ex, 2-5 business days) **Add \$40.00 per address**

TOTAL TRANSCRIPTS REQUESTED:

Total number of **official transcripts** requested: _____

Total number of **unofficial transcripts** requested: _____

Amount due: _____

PAYMENT METHOD:

- Check Money Order
- Credit Card: Visa / Mastercard (circle one)
- Number: _____
- Expiration Date: _____

SPECIAL INSTRUCTIONS:

- Hold until semester grades are posted
- Hold until degree is posted
- Other: _____

For Office Use Only

Payment received: _____ Received by: _____

Clear w/Billing: _____ Transcript Reviewed: _____