

## TRANSCRIPT REQUEST FORM

### STUDENT INFORMATION

Date: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Maiden/Former Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Dates of Attendance: \_\_\_\_\_ Campus:  Chicago  Elmhurst

#### Purpose of Request:

Employment  Personal Use  Transfer  Other \_\_\_\_\_

*I authorize MacCormac College to release the transcript(s) as indicated.*

Signature \_\_\_\_\_

### PROCESSING INFORMATION

\$20 Regular Processing Fee  \$50 Expedited/Rush Fee

#### Send my transcripts:

Official \_\_\_\_\_  Unofficial \_\_\_\_\_

Mail transcript to the address above

Pick-Up – Photo ID Required

#### University/College:

Attention Person/Office: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

#### Company/Other:

Attention Person/Office: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Transcript Information

A transcript is a comprehensive record of academic information that includes coursework, grades, credit hours, GPA and MacCormac College degrees earned. Student records are confidential and governed by the FERPA (Family Educational Rights and Privacy Act) law.

**No Transcripts (Official or Unofficial) will be processed until all financial obligations are met.**

**Allow 5-7 business days for processing.**

#### Unofficial Transcript

An Unofficial Transcript is one that does not bear the College Seal, but contains all of the relevant academic information of a student while in attendance.

#### Official Transcript

Official transcripts bear the College Seal and include the Registrar's signature. Official Transcripts are sent to other institutions or organizations. However, students or alumni may request that an Official Transcript be sent directly. If a transcript is sent directly to a student, the words "Issued to Student" will appear on the transcript.

#### Expedited/Rush

Expedited processing includes requests for two-day processing with pick-up at the Office of the Registrar or overnight shipping via Federal Express. Follow the instructions above to request an expedited transcript.

**The expedited fee is \$50.**

**Please note: Expedited transcript requests via Fed Ex are not delivered on weekends and cannot be sent to a PO Box.**

### PAYMENT INFORMATION:

**Paid by:**  Cash  PayPal  Other

**Amount Paid:** \$ \_\_\_\_\_

**Date Sent:** \_\_\_\_\_

**By:** \_\_\_\_\_