



ACADEMIC TRANSCRIPT REQUEST FORM
REGISTRAR'S OFFICE

You can request a transcript online at: http://www.mccks.edu/academics/transcript-requests

STUDENT INFORMATION [Please PRINT clearly]:

Student ID Number
(or last four digits of SSN if you attended MCC prior to 2013)

Date Requested (mm/dd/yyyy)

Last Name First Name Middle Birthdate (mm/dd/yyyy)

Maiden Name

Current Address (street, city, state, zip code)

Current E-mail Address

- Send Transcript Immediately Hold for Grades (end of semester when final grades are recorded)

SEND TRANSCRIPT TO:

- Kansas State University
Office of Admissions (119 Anderson Hall, Manhattan, KS 66506-0102)
Other KSU Office:
KSU Office Address: (street, city, state, zip code)

- Other College/University/Church/Institution (we will NOT send without complete address)
Full Name:
Street:
City/State/Zip:

- Student Copy [marked "Issued to Student"]

SIGNATURE

DATE

MCC policy limits free transcript orders to five (5) per semester. Additional transcripts can be ordered electronically or hard copies sent for \$10 each, payment due in advance of fulfillment.