



REQUEST FOR OFFICIAL TRANSCRIPT

Unofficial transcripts available at www.marylhurst.edu.

CURRENT CONTACT INFORMATION

Name _____ Phone _____
 I authorize release of my transcripts as directed below. Address _____
 Signature _____
 Date _____ Email _____

- Transcript processing requires 5-7 working days. Although we strive to process requests without delay, we cannot guarantee faster processing. Please plan accordingly.
- Transcripts cannot be released without the student's signature.
- Transcripts cannot be released until all accounts with the University are paid.
- Marylhurst University cannot release records from other institutions. You must request transcripts directly from each institution you attended.

STUDENT RECORD INFORMATION

You must complete all information below to ensure that your transcript reflects all of your Marylhurst coursework and degrees.

Marylhurst ID Number (if unknown, provide SSN) _____
 Name(s) used while attending Marylhurst (if different) _____
 Did you complete any of your Marylhurst coursework: Before 1993? Yes No Before 1975? Yes No
 Did you complete a degree or certificate at Marylhurst? Yes No Will complete this term

DELIVERY

Time of Delivery: Now (5-7 working days) After degree is posted After grades are posted for _____ / _____
 (Term) (Year)

OF COPIES:

DELIVER TO:

_____ Pick Up In Person
 _____ (Name/School/Agency) _____
 _____ (Street Address) _____
 _____ (City/State/Zip) _____
 _____ (Name/School/Agency) _____
 _____ (Street Address) _____
 _____ (City/State/Zip) _____
 _____ (Name/School/Agency) _____
 _____ (Street Address) _____
 _____ (City/State/Zip) _____

METHOD OF PAYMENT

Total number of copies _____ Total payment \$ _____ **First copy: \$5** Each additional copy (ordered at the same time): \$2
 Cash/Check VISA/MC # _____ VCode _____ Expires _____