



MarymountManhattan

a college of the liberal arts

Center for Student Services
221 East 71st Street
New York, NY 10021-4597
(212) 517-0500

Transcript Request Form

Transcript Policy:

1. There is a processing fee of \$5.00 for every transcript.
2. All transcripts are sent within two business days. Additional time may be required for processing during registration periods and for those students who attended MMC or Finch College before 1982.
3. **We reserve the right to refuse transcript requests.** Requests will not be processed and will be returned if the request form is incomplete, if the student record reflects a hold, if payment is incorrect, etc.
4. We are not responsible for incorrect addresses or postal delays.

Applicant's Current Name and Mailing Address:

Maiden/Other names used while in attendance: _____

Social Security Number: _____

Date of Birth: _____

Daytime Telephone Number: _____

Email Address: _____

Transcript:

- Official Sent to Institution
- Official Sealed to Student
- Student Copy

Status:

- Presently Attending
- Former MMC Student
- Former Finch College Student

Semester(s) Attended:

From _____ To _____

Graduation Date (if applicable):

Please Process:

- Now
- Hold for End of Current Semester Grades

STUDENT SIGNATURE _____

DATE _____

Office Use:	<input type="checkbox"/> Fee Paid	Date Received: _____	Date Sent: _____
--------------------	-----------------------------------	----------------------	------------------

Send transcript to following address:

PLEASE PRINT CLEARLY – THIS ADDRESS WILL APPEAR IN A WINDOW ENVELOPE

Attn: _____