

Transcript Policy:

1. There is a processing fee of \$5.00 for each transcript and a 5 to 7 day processing period.
2. Same Day processing fee \$10.00 per transcript/Overnight Transcript processing fee: \$15.00
3. The College reserves the right to withhold, deny or cancel any transcript request due to financial holds and fees due for any course, program of study or degree, at anytime, or for any other reason.

Please print form; fill out required information, sign and mail or fax to the address listed below.

Date requested: _____		Date of birth: _____		Jasper Net ID: _____	
Name: _____			Email: _____		
Last		Maiden		First	
Telephone: _____			_____		
Home			Work or Cell		
Update official school records? Yes <input type="checkbox"/> No <input type="checkbox"/>					
Address: _____					
Street		City		State Zip	
Status: <input type="checkbox"/> Alumni <input type="checkbox"/> Current Undergraduate <input type="checkbox"/> Current Graduate <input type="checkbox"/> Other					
College: <input type="checkbox"/> Liberal Arts <input type="checkbox"/> Business <input type="checkbox"/> Education & Health <input type="checkbox"/> Engineering <input type="checkbox"/> Science					
OR					
Degree(s), if any earned: _____					
Dates of attendance: _____					
Reason for transcript request – (Please choose below):					
<input type="checkbox"/> Scholarship <input type="checkbox"/> Study abroad <input type="checkbox"/> Transfer <input type="checkbox"/> Graduate studies <input type="checkbox"/> Employment <input type="checkbox"/> Other					
Transcript type needed: <input type="checkbox"/> Official to institution <input type="checkbox"/> Official sealed to student <input type="checkbox"/> Student copy					
Time requested: <input type="checkbox"/> Please process <input type="checkbox"/> Please hold for end of current semester grades					
_____ # of official copy			_____ # of unofficial copy (student copy)		
Send to: _____			_____		
_____			_____		
_____			_____		
			<small>Please attach or write on the back for additional addresses →</small>		
Advanced Payment is required and can be made at: www.manhattan.edu/paytranscripts					
ORDER#: _____					

***Requestors Signature – Approval to Release Transcript (Required)**