

REQUEST FOR OFFICIAL TRANSCRIPT OF GRADES

Please submit at least **5 BUSINESS DAYS** before transcript is required.

Your request must be legible, please TYPE or PRINT clearly!

Mail to:

College, University, or Other Agency

Specific Office

(If you do not specify any office, your transcript will be mailed to the Admissions Office.)

Address

City, State, and Zip Code

Student Name: _____

Social Security/ID Number: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ No. Copies Requested: _____

I have ____ have not ____ attended credit classes at MECC before Fall Quarter, 1984.

List ALL Former Names: _____

____ Send as soon as possible.

____ Hold until current semester grades posted.

PLEASE READ THE FOLLOWING AND SIGN BELOW:

1. Transcript services are withheld for any student who owes the College money or property.
2. Transcripts are released only by a request signed by the student.
3. Transcripts given to the student are stamped 'Issued to Student'. Most institutions will not accept transcripts marked 'Issued to Student'.
4. Transcripts show all work completed at this institution.
5. The College does not release transcripts or copies of transcripts from other institutions.
6. **DO NOT OPEN YOUR TRANSCRIPT!** If opened, the official transcript will automatically be considered to be *unofficial* by most colleges and organizations.
7. **There is no transcript fee.**

Official transcripts are generally processed within three business days of receipt, and will be sent by mail to the address that you provide. **During peak times such as beginning and end of term, processing time will likely be extended.** Due to the magnitude of transcript requests received, the Registrar's Office does not notify students when transcript requests have been processed. Mountain Empire Community College does not impose a fee for transcripts.

THIRD PARTY REQUEST

A third party picking up a transcript must present written permission from the student to do so. The written permission must bear the student's signature and social security number. The third party may pick up the transcript three days after submitting the written request from the student.

IDENTIFICATION

Students must present a valid photo I.D. when picking up transcripts. No transcripts will be released without proper identification.

Student Signature

Date

Mountain Empire Community College
Enrollment Services/Registrar
3441 Mountain Empire Road
Big Stone Gap, VA 24219