

## TRANSCRIPT REQUEST

**Note:** A request for transcripts "On Demand" requires a \$10.00 fee in cash, for each copy of official-transcript. Up to 20 per year, official transcripts are mailed free, 21 or more requires \$5.00 fee per copy. **E-mailing or faxing-in requests for official transcripts is not a secure way of exchanging information and we strongly discourage you from doing so. Furthermore, transcripts cannot be e-mailed or faxed.**

**PLEASE PRINT CLEARLY**

1. MassBay 7-digit student ID number: \_\_\_\_\_  
a. OR
  2. Social Security Number (optional): \_\_\_\_\_
  3. Date Of Birth: \_\_\_\_\_
  4. Current Full Name: \_\_\_\_\_
  5. Previous/ Maiden/ or Other Name Used: \_\_\_\_\_
  6. Street Address: \_\_\_\_\_  
  
City / State / Zip code: \_\_\_\_\_  
  
 Check if new address
  7. Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Alternate Phone: ( \_\_\_\_\_ ) \_\_\_\_\_
  8. E-mail Address: \_\_\_\_\_
  9. Approximate Dates of Attendance: From: \_\_\_\_\_ To: \_\_\_\_\_
  10. Date or Year Graduated: \_\_\_\_\_
  11.  Official Transcript      Number of Copies Requested \_\_\_\_\_  
 Unofficial Transcript      Number of Copies Requested \_\_\_\_\_
  12. Hold for Final Grades:     Fall     Spring     Summer     Winter     Hold until my degree is posted  
  
I will Pick-up My Transcripts       **(Note:** Transcripts picked up by students themselves require a picture-identification. Transcripts picked up by a person other than the students themselves will require a written and signed permission by the student, in addition to a photo identification.)  
  
Send Immediately       (Please provide recipient name/address in the space below)
- Mail Transcripts To:
13. Name: \_\_\_\_\_
  14. Address Line-1: \_\_\_\_\_
  15. Address Line-2: \_\_\_\_\_
  16. City / State / Zip code: \_\_\_\_\_
  17. Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICIAL USE ONLY**

Date received in office:

\_\_\_\_\_

Date completed:

\_\_\_\_\_

Processed by:

\_\_\_\_\_

**Note:** Transcript requests will not be processed if there is a 'HOLD' placed on student's record for any reason. Transcripts are only issued at the written and signed request of the students, or requests made through Student Center of Bay Navigator. **E-mailing or faxing requests for official transcripts is not secure way of exchanging information and we strongly discourage you from doing so.**