MCC Transcript Request

Print this form, complete information, provide payment and return to Marshalltown Community College at the address, fax number or e-mail below. Faxed and e-mail requests must be paid by debit/credit card. Transcripts will not be issued for students who have unpaid financial obligations to the College.

PERSONAL INFORMATION  Please Print

Name ________________________________

PO Box/Street Address ____________________________

City ______ State ______ Zip Code ______

Home Phone ___ ___ - ___ ___ - ___ ___ ___

Cell Phone ___ ___ - ___ ___ - ___ ___ ___

To request by mail: send completed form & payment to
   Marshalltown Community College
   Registrar’s Office
   3700 South Center Street
   Marshalltown, Iowa  50158

To request by fax: fax this form to 641-752-8149
   Note: faxed requests must be paid by debit/credit card

To request by e-mail: mcctranscript@iavalley.edu
   Note: e-mail requests must be paid by debit/credit card

Check the statement that applies:  ☐ Send now  ☐ Send at end of term  ☐ Hold for degree

TRANSCRIPT MAILING INFORMATION (U.S. Postal Service)
Choose only one:
  ☐ Same-day processing ($10 each)  ☐ Mail ($5 each)

If mailing to your address, is this request for an academic institution?  ☐ Yes  ☐ No
  If no, all transcripts sent directly to the student will be considered unofficial and stamped “ISSUED TO STUDENT”

☐ Number of copies requested for this address

TRANSCRIPT FAXING INFORMATION
☐ Fax* ($10 each) my transcripts to:
   *Faxed transcripts may not be considered as OFFICIAL by the receiving institution.

Fax Number ___ ___ - ___ ___ - ___ ___ ___

PAYMENT INFORMATION
☐ Cash  ☐ Check  ☐ MasterCard  ☐ Visa

Card Number _____ _____ _____ _____

Expiration Date _ _ / _ _ _ _

AVS Code _ _ _ (3 digit code on back of card)

Signature ____________________________ Date ____________________________

July 2013