



CENTRAL MICHIGAN UNIVERSITY

Office of the Registrar - Central Michigan University
Warriner Hall Rm 212, Mount Pleasant, MI 48859
FAX (989) 774-3783

OFFICIAL TRANSCRIPT REQUEST

- Please read carefully and fill out ALL boxes.
Your Campus ID. If you do not have a Campus ID then the last 4 digits of your social security number.
A transcript cannot be provided until at least one semester of CMU courses has been recorded.
If you have an undergraduate and a graduate record, both must be sent.
Although the transcript should be mailed within 48 hours, please allow 2 to 3 weeks from the date the transcript was sent out by Central Michigan University.
Official Transcripts mailed to the student are stamped "ISSUED TO THE STUDENT."
This form will NOT be accepted without a valid signature. You may bring the completed form to our office or fax it with signature.
E-MAIL REQUESTS WILL NOT BE HONORED.

Notice: No transcript will be released until all financial obligations to the university are satisfied.

Form with fields: Campus ID or last 4 digits of SSN, Name (Last, First, Middle, All Prior), Current Address (Street), E-Mail Address, City, State, Zip, Daytime Phone

Form with fields: Birth Date, Last Year Attended, Location (check one) with checkboxes for Mount Pleasant Campus and College of Extended Learning

Select One Box section with options: Hold Until Degree Post Graduation Date, Hold Until Semester Grades Posted, Normal Mail, Immediate Service, Over Night Service

Form with fields: Copies Requested, Credit Card Type, Credit Card #, Card Verification Code, Expiration Date (mm/yy)

Mail To: Name & Address field

Authorization Requires Valid Written Signature section with Signature and Date lines