

REQUEST FOR OFFICIAL TRANSCRIPT

McMurry University / Office of the Registrar / McM Station Box 338 / Abilene, TX 79697 / 325.793.3888

- Please allow 2 to 4 business days for processing, or additional time during peak periods.
- Transcripts are not issued unless all university obligations are cleared.
- Transcript requests must include student signature and cannot be accepted by phone or email.
- Transcripts cannot be requested by or released to a third party without written consent of the student.
- Transcripts cannot be faxed or sent electronically.
- There is no fee for transcript. *(This office reserves the right to limit the number of transcripts if request is excessive)*

Name: _____ Date: _____

Student Id or Social Security #: _____ Date of Birth: _____

Previous Name(s) enrolled at McM: _____

Purpose of requesting transcripts at this time: _____

_____ No. of transcripts requested

_____ Current Student

_____ Not a current student/list last date of enrollment: _____

Mail Transcripts : Now _____ After Grades _____ After Degree is Posted _____ Pick Up Transcript _____

(Note: Transcripts picked up or mailed to student will be stamped "issued to student" and may not be considered official by other institutions.)

Current Student Address and Phone:

Name: _____

Telephone: _____

Address: _____

Complete Address for Mailing Transcripts:

Name of Person or Institution: _____

Address: _____

Student Signature: _____ *(must be signed by the student)*

Mail to: Registrar's Office
McM Station #338
Abilene, TX 79697

Fax to: (325) 793-3830