

OFFICIAL TRANSCRIPT REQUEST FORM
Mount Vernon Nazarene University – Office of University Registrar

PLEASE NOTE THE FOLLOWING: **There is no fee for an official transcript.** However, a \$20 fee applies to any express mail delivery request.

- ⇒ You must have clearance from the Students Accounts Office (1-866-686-8243, option 1) before any transcripts can be released. All accounts must be paid and loan obligations must be current.
- ⇒ A maximum of **three** transcripts may be requested per form.
- ⇒ No transcript is sent automatically. You must request, in writing with signature, each time you want a transcript sent.
- ⇒ Get forms from the web at: <http://www.mvnu.edu/academics/services/registrar/transcripts.asp>



✓MAILING INSTRUCTIONS:

- Hold request for final grades this term.
- Release my transcript immediately.
- Hold for statement of graduation (graduates only).
- Include my SSN on the transcript(s).

✓PLEASE SEND:

- Undergraduate work only.
 - Graduate work only (Master's level).
 - Both Undergraduate and Graduate work.
- My last calendar year enrolled at MVNU was _____

Reason for requesting transcript: _____

_____ **Total number of copies requested (max of 3). Please print addresses below.**

Please send #_____ of my official transcripts to: _____
Other Instructions: _____

Please send #_____ of my official transcripts to: _____
Other Instructions: _____

Please send #_____ of my official transcripts to: _____
Other Instructions: _____

FULL NAME (Please Print): _____ MVNU ID# _____

MAIDEN NAME (If applicable): _____ SOCIAL SECURITY # _____

CELL PHONE# _____ RESIDENCE PHONE # _____

SIGNATURE: _____ DATE: _____
(Federal Law requires signature)

MAIL THIS FORM TO: Office of University Registrar, 800 Martinsburg Road, Mount Vernon, OH 43050
If questions call, 740-397-9000 ext.4530 or toll free at 1-866-462-6868, option 3
OR FAX THIS FORM TO: 740-397-2918 (Attention: University Registrar)

For Office Use Only

Date Request Received: _____

Date Transcript(s) Mailed: _____

Student Accounts Approval: _____

Institutional Loan Approval: _____

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