

MARYWOOD UNIVERSITY

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T R A N S C R I P T R E Q U E S T

Transcripts are five dollars (\$5.00) for each copy. A fee of \$10.00 per transcript is charged for expedited handling plus the additional cost of express mail, Fedex, etc. if requested. Expedited handling can only be accommodated during non-peak periods and requests must be received before noon for same day service.

Please check one
 Official Transcript
 Unofficial Transcript

OFFICIAL TRANSCRIPTS, THOSE BEARING THE UNIVERSITY SEAL, MUST BE SENT DIRECTLY TO THE SCHOOL, AGENCY, ETC. SPECIFIED BY THE STUDENT.

UNOFFICIAL TRANSCRIPTS, THOSE WHICH DO NOT BEAR THE SEAL, MAY BE GIVEN TO THE STUDENT.

LAST	FIRST	MI	MAIDEN / PREVIOUS NAME
HOME ADDRESS	CITY	STATE	ZIP CODE
()	()		
HOME PHONE	LOCAL PHONE	STUDENT IDENTIFICATION NUMBER	

PLEASE ALL THAT APPLY

ATTENDANCE
 PRESENTLY ATTENDING MARYWOOD?

YES NO

DATE OF GRADUATION FROM MARYWOOD
 OR
 APPROXIMATE DATES OF ATTENDANCE

SPECIAL INSTRUCTIONS

HOLD FOR RECORDING OF CURRENT GRADES
 HOLD FOR RECORDING OF DEGREE
 MAIL TRANSCRIPT
 TO BE PICKED UP

REGULATIONS GOVERNING TRANSCRIPTS

1. REQUESTS WILL BE HONORED AS QUICKLY AS POSSIBLE IN THE ORDER OF APPLICATION. REQUESTS MUST BE MADE IN WRITING AT LEAST SEVEN (7) WORKING DAYS BEFORE THE TRANSCRIPT IS NEEDED.
2. TRANSCRIPTS MAY BE ORDERED BY **FAX**. MASTERCARD, VISA, OR DISCOVER CARD NUMBER WITH THE EXPIRATION DATE MUST BE INCLUDED IN THE REQUEST.
3. MARYWOOD RESERVES THE RIGHT TO REFUSE A STUDENT COPIES OF HIS/HER TRANSCRIPT IF THERE IS A FINANCIAL INDEBTEDNESS TO THE UNIVERSITY.

STUDENT'S SIGNATURE ← ← **REQUIRED** → → DATE

FOR OFFICE USE ONLY			
DATE RECEIVED	INITIALS	DATE MAILED	AMOUNT RECEIVED
			<input type="checkbox"/> CASH <input type="checkbox"/> MONEY <input type="checkbox"/> CHECK <input type="checkbox"/> CHARGE ORDER

**SEND TRANSCRIPT TO THE FOLLOWING ADDRESS
 (PLEASE PRINT CLEARLY)**

	⇐ ATTENTION:
	⇐ DEPARTMENT
	⇐ SCHOOL OR BUSINESS
	⇐ NUMBER & STREET
	⇐ CITY, STATE, ZIP CODE