



**Request for Official Transcript**

*Reason for transcript request:*

- Potential transfer to another school*
- Graduate/Law school application*
- Scholarship/Financial Aid Purposes*
- Professional Purposes*
- Study Abroad*
- Other (please explain)*

Full Name \_\_\_\_\_

SS# or ID# \_\_\_\_\_

Maiden \_\_\_\_\_

Year of Graduation \_\_\_\_\_ or last date of attendance (approximate) \_\_\_\_\_

Street \_\_\_\_\_ # of transcripts \_\_\_\_\_

City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

\_\_\_ I will pick it up  
\*Note: 24-hour turn-around period

\_\_\_ Please mail my transcripts to me at the above address

\_\_\_ Please fax my transcript to \_\_\_\_\_ Attn: \_\_\_\_\_  
\*Note: Faxed transcripts are unofficial

\_\_\_ Please mail my transcript to: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(required)

Requests can be faxed to the Registrar's Office at (978) 837-5054 or mailed to:  
Merrimack College  
Office of the Registrar A-5  
315 Turnpike St.  
North Andover, MA 01845

**Bradford College students may also use this form; however, there is a \$5.00 fee per transcript request, official or unofficial. Please make it clear on this form that it is a Bradford College transcript request.**

Normally, there is a 24-hour turn-around time for transcript requests. For any rush, same-day requests there is a \$25 fee payable by check or cash.