



Request for Official Transcript

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. Payments must be either cash or checks made out to Merrimack College.

Reason for Transcript

Transfer/potential transfer to another school
 Please keep confidential

Graduate/Law School application

Scholarship/Financial Aid Purposes

Professional Purposes

Study Abroad

Other (Please explain)

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.